

G. R. S. IX-5]

Previous references.

146 - 811.

1917.

(E. A. G.)

File No. 148

Serial Nos. 2-3-4.

Later references.

Prescribed
D. A. G.
by
GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1 - 2 3.

Part B for November 1917

SUBJECT.

Classified Abstract of work done
in the Secretariat.

O. M. no 146 E. A. G. dated 30.5.1917
forwarding copies of the abstract for
reference.

under
30.11.17

GENERAL AND REVENUE SECRETARIAT.

G. R. S.

NOTES.

File No. 146

FILE HEADING.

*Classified abstract of work done
in the Secretariat.*

From

No.	Dated	Received
Diary No. }	Enclos.	Spare Copies. }
		Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS

NOTES—First Sheet.

G.R.S. III-3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Classified abstract of
work done in the Secretariat

Chapter I

Summary of work done in
the various branches of the G.R.S.
Sent to Rev. & Mr. Allen
proofs called for on 26-8-16
Hm

26/8/16

Please write
& ascertain what has
become of this

9/11/16

15/9/16

The Proofs re abstract
of Secretariat work are
corrected and put up.
Subd.

N.B.—Should routine notes be written on small slips,
the notes must be copied, or slips pasted on
this form.

W.D. 84—GPB—60,000—20.7.16

17.10.16
Hm

Chapter II

G.R.S. to go to
press for fresh proofs.
Chapter III to be revised &
directed
Further about P.W. & R. Scott
to be sent to these offices for going up

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Submitted with a draft forwarding
the portions relating to Railway
& P. W. Sects to the Secretaries
concerned for giving the information
Chapters I & II of the G. R. S.
are sent To Press.

Subd
18.10.16
Lund Wm

Done
19/10

To

The Secretary P. W. D.

The Secretary for Railways.

On No 146-2 & A.S. of 20.10.16.

Forward the abstract of work
in the Sect for Scrutiny & giving
information for certain columns.

N.B.—Should routine notes be written on small slips,
the notes must be copied, or slips pasted on
this form.

G.R.S. III-3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Proof of the 1st two
 chapters of the class report
 abstract of work done
 in the G.R.S. Compared
 Corrected & returned to
 Press calling for two
 final proofs on 23/4/17

W.S. Munn
 23/2/17.

W.S.
 23/2

Chapters 3 & 4 except
 the Report Relating to 182
 V & VI sent to Press on
 25/2/17

W.S. Munn
 26/2/17

N.B.—Should routine notes be written on small slips,
 the notes must be copied, or slips pasted on
 this form.

G.R.S. III-3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

The classified abstract of work done in General and Revenue Secretariat (Branch I) is forwarded, with compliments, to Mr M. S. Ramachandra Rao for favour of indicating if the headings chosen are suitable and exhaustive.

nm

2/1/17.
For scrutiny and suggestions

Suppl:
Br I)

Am
3.1.17

Send with additions in red ink.

8

3/1/17 I have also made certain corrections -

~~has been corrected~~
~~and extensive types~~
Copy may be sent to Br VIII

N.B.--Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GEN. & REV. SECRETARIAT
E. AUDIT
5 JAN 1917

81-GPB-60,000-20-7-15

Am
4.1.17

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

The classified abstract of
work done in General and Revenue
Secretariat (Branch II) is for-
warded, with compliments, to
Mr. B. Srinivasa Iyer
for favour of indicating if the
headings chosen are suitable and
exhaustive.

all
2/1/17

Sub?

Please see separate note
put up -

Box

4/1/17 material collected
have been made informal
and not with —

GEN. & REV. SECRETARIAT
VIII
E. AUDIT.
5 JAN 1917

B
4-1-17

To Branch VIII

N.B.—Should routine notes be written on small slips,
the notes must be copied, or slips pasted on
this form.

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Sub?

Of the items enumerated in the list No 1 to 7 may stand as they are. No 8 may be slightly modified as Advances (house building, motor cars, etc.). No 9 may also be slightly modified by adding "and India" at the end.

No 11 may be modified so as to include collecting Savings Banks, Village Savings Banks, Savings Associations, etc.

No 15 is not quite clear. If it includes A+C ships to India, etc. there will be no necessity to specify the same.

Correspondence with the Mysore Bank has not been included. If approved another heading "Mysore Bank" may be included.

No 24 may be omitted. There is no item as "Hemp" apart from Ganja. No 21 may be modified to "Import and Export of Drugs, Legions, etc. & new items" Arrack and toddy. Foreign legions will have to be added.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Foreign legions will have to be added.

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

In item N^o 18 the word "Excise" will have to be substituted for *to*.

Three more items will have to be included

(1) Civil accounts

(2) Censuses

(3) Posts and telegraphs

The last has been ordered to be formed into a new section.

The changes necessary are shown in the abstract statement.

Str
4/1/17

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

G.R.S. III-3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

J. Min 10/16-16

The classified abstract of work done in General and Revenue Secretariat (Branch III) is forwarded, with compliments, to *Mr. G. Srinivasa Iyer* for favour of indicating if the headings chosen are suitable and exhaustive.

My

2/1/17

The list is suitable as far as it goes, but it is not exhaustive. Some of the important work done in the Secretariat & other Sections entail much labour, and doubt came under any of the heads was proposed. Some additional comprehensive heads are ^(under "miscellaneous" etc.) therefore necessary to include such details as are mentioned in the office as put up. For a separate head for each one of them is not desirable.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GEN. & REV. SECRETARIAT
VIII
E. ALDIT.
- 5 JAN 1917

D. 81—GPB—60,000—20-7-16

Mr. Madhava Rao

*63
5/1*

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

The Varanasi Section will
kindly note if the list is
exhaustive or if any changes
are necessary.

For Mr.

Es
4/11

Subd.

Legis. Section

The following kinds of
work which give considerable
work on the whole to the
section have been omitted
viz :-

1. Supply of ~~book~~ copies of Rep.
2. Purchase of books for Legis
Library
3. Yekandhar Jaisin Rep. cases
4. Preparation of sections on
Legislation for the State
Admin. Report.
5. Publication of and reprinting
of Regulations, &c.

N.B.—Should routine notes be written on small slips,
the notes must be copied, or slips pasted on
this form.

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Courts Sections

The abstracts are only in respect of important work and no ~~abstracts~~ ~~in the~~ mention is made of ~~the~~ routine work though the quantity is not quite negligible. for an exhaustive list kind reference is invited to flag W.

The following suggestions are made for consideration

(1) Retention of the heading "Office accommodation, furniture & equipment" which is scored out;

(2) Addition of " in police ^{after} ~~cases~~ ^{cases} " ~~to the head~~ " Appeals against acquittals". Please see remarks of the late First Member & the direction of the then Secy in CLE file 121-10 but-uh. (flag K).

(3) Addition of 'questions relating to guardians towards'

(4) Addition of "and procedure after "Rules of Practice" so as to include item (15) in the list (20)

(5) Addition of another item

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Misc relating to Processions +
conducing bills.

Int-1

B.

5/1/17

Police Section

The following which involve
no small amount of work may perhaps
be added:-

- ✓ Procession disputes;
- ✓ Purchase of books & furniture;
- ✓ Rewards to police officers;
- ✓ Cost of outfit of policemen & officers;
- ✓ T. & bills.

This will make the list more
comprehensive though not
exhaustive.

B.G.
5.1.17

Prisons Section.

The following may be added:-

- ✓ Jail industries.
- ✓ Purchase of books & furniture.

Registration Section.

The list regarding this
seems to need no alteration.

B.G.
5.1.17 M.K.

N.B.—Should routine notes be written on small slips,
the notes must be copied, or slips pasted on
this form.

G.R.S. III-3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

The classified abstract of work done in General and Revenue Secretariat (Branch IV) is forwarded, with compliments, to Mr B. Subba Rao for favour of indicating if the headings chosen are suitable and exhaustive.

Mr
2/1/17

Handwritten:
A routine note is subd.
Ann-39
3.1.17

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

III Medical

(1) The word "to private medical institutions" including Vaidyasalas and Tannai Dispensaries may be added after "Grants-in-aid".

It is quite necessary in the Sept. "Grant-in-aid" implies restriction to private institutions.

(2) For medical Scholarships or Sub-
Aest. Eugene's Scholarships may be introduced.

This is necessary -
The other Scholarships for University courses are granted by the ^{W. P.} Dep't

Medical Stores in form be shown separately as medical institutions refer to Hospitals & Dispensaries -

(3) "Medical Stores" may be omitted as it is included in "Medical institutions (govt)".

~~Ann-39~~
3.1.17

Please see pencil entries in the list. A complete list of items of work done with in the month and 27 sections is put up

N.B.—Should routine notes be written on small slips, the notes must be copied or slips pasted on this form.

ARIAT
VIII
E. AUDIT
6 JAN 1917
GEN

W.D. 81-GPB-60,000-7-1

4/1/17
Be
for rev. 6/1-17

G.R.S. III-3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

In R. No
MR 672-16
2.1.17

The classified abstract of work done in General and Revenue Secretariat (Branch V) is forwarded, with compliments, to Mr D. E. Jayaram Iyer for favour of indicating if the headings chosen are suitable and exhaustive.

me
2/1/17

Please see the additions made

W.D.
4/1

GEN. & REV. SECRETARIAT.
 V
 GENERAL
 2-JAN. 1917

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Interchange of Adm: Reports
with other states & Presidencies

Issue of Press Room tickets.

✓ Motor cars & their Establishment

✓ Boundary questions between
the city & the C & M. Station, Bangalore

✓ Titles & title-holders

✓ Lent officers questions relating
to them.

✓ Rules relating to cemeteries
civil uniform rules.

✓ { Questions relating to the Palace
Personal staff of His Highness
the Maharaja.

✓ Buildings under the control of
the Gen. Secy

Emigration.

✓ Military manœuvres occupying
grounds.

Grant of passports & certificates
of identity

General rules of business.

War papers.

✓ Days of H.H. the Maharaja

Return of dismissals.

Reward for the destruction of
wild animals.

Reports under the Administrator
General's Act.

Security bonds under the
Succession Act

N.B.—Should routine notes be written on small slips,
the notes must be copied, or slips pasted on
this form.

m 672-16

G.R.S. III-3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

GEN. & REVENUE SECRETARIAT
VIII
E. AUDIT.
4 JAN 1917

Preparation of the Mysore Govt. Calendar

✓ List of nobles

✓ Local Defence Scheme

Be VIII

u/r 4/1/17

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the notes must be copied, or slips pasted on
this form.

G.R.S. III-3]

Routine Notes.

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The classified abstract of work done in General and Revenue Secretariat (Branch VI) is forwarded, with compliments, to Mr D. Mahadevayya for favour of indicating if the headings chosen are suitable and exhaustive.

me
2/1/17

Headings for the Agricultural Section appear to be exhaustive. after adding another heading "Fruit Cultivation."

3/17 The headings for the Education Section may be recast as follows, and a heading to

if approved: —

A few pencil alterations are suggested in the printed list opposite.

RL
4.1.17

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GEN. & REV. SECRETARIAT
E. AUDIT.
- 4 JAN. 1917

G.R.S. 13]

GEN. & REV. SECRETARIAT
VII
MUTRAI
36 JAN 1917

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Muz Mis 39716

The classified abstract of work done in the General and Revenue Secretariat (Branch VII) is forwarded with compliments to M. G. Avaran-
Avaran
for favour of indicating if the headings chosen are suitable and exhaustive.

M. G. Avaran
2/1/17

Submt 2 to A. Seny (Br VII).

The headings are suitable but in order to make them somewhat exhaustive the following additions seem to be necessary.

No 2. at the end add the words "including orphans and Anathalayas".

No: 5. After jatras, add the words "and imposition of taxes or levy of fees on cattle and shops during the occasion".

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not.

Routine Notes

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Nov. - add "Peishkars, Nayims
and Khayis" after "Dharma
- darses".

The following may be newly added.

G. Exemption of Matt priest &c
from attendance in Civil Court

67. Rights of temples &c to Sandal wood on their Manu land.

c) contesting migratory
in civil courts.

d). Resumption and
~~acceptation~~^{restoration}
of Temple &c.
of Mans ~~to them~~.

c). Presentation of Khillats
to Govt officers by the
Matta dipathrees.

f). Special Santarpanes
such as "Baraliyari" at
Subramanya and "The-
-lamasa" at ~~Saver~~ Pos-
-chimavahini.

9) Special institutions such as
Benares Charities,
Kalighat Memorial at
Calcutta.

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G.R.S. III-3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]



at Calcutta
 Triupati bhavities

am
 5/1/17

8
 5/1

Mr. Madhava Rao

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 the notes must be copied, or slips pasted on
 this form.

G.R.S. III-3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

No. 10. Classified abstract
of work Genl &
Rev Sect!

11 do P. W.
Secretariat.

12 do Railway
Secretariat.

Efficiency Audit, Miscellaneous

Series Nos. 10, 11 and 12.

Copies submitted.

N. M. Lawrence
10/5/17

(Siwan)

Received with thanks /

12.5.17

my
12/5

N.B.—Should routine notes be written on small slips,
the notes must be copied, or slips pasted on
this form.

G. R. S. III-2]

General and Revenue
Secretariat.

G. R. S. File No. 146 of 1917.

Serial
No.Classified abstract of work done
in the Secretariat -

Serial No.	Section	No. of copies printed
1	G. R. S.	400
2	P. W. Sectt.	150
3	Ry. Sectt.	150.

One set of copies has been sent
to D. W. and another set to the
General Secretary. (2 sets)

A memo forwarding copies to the
various branches and sections of this
Secretariat is put up for appl.

Copies will be sent to the following
offices also.

Private Secy to G. H.	2 Sets.
G. & A. Secretary	1 "
Revenue Secretary	1 "
Financial Secy.	1 "
Ministry Secretary	1 "
Under Secy to Secy.	12 "
Members of Govt. (Branches)	6 Sets

Copies distributed.

24 Sets

G. R. S. III-2]

General and Revenue
Secretariat.

File No.

of 191

Serial
No.

Ampts to the P.W. & Ry Secretaries
forwarding 50 copies of the abstracts
relating to the respective Sects & 6
copies of the abstract of other Secretariat
are also put up.

Am
25/5/17

Done
mm
26/5

96

MYSORE GOVERNMENT CENTRAL PRESS.

To The General & Revenue Secretariat The 23-5-1917
in Mysore, Bangalore

Invoice No. 2085

Indent or Press Register No.	Description	Number of copies, etc.	Number of packets	Acknowledgment
W.D. 830	Classified abstract of Work done in the Genl & Rev. Secretariat	150	400	books

It is requested this Invoice may be receipted and returned as early as possible.

24
Despatcher.

14 Dec 1917
Asst. Supt.
for

Press Invoice No. *2065-*

ON MYSORE GOVT. SERVICE.

To

The Secretary
Genl & Riv Department
Bangalore

Leffers
Despatcher, M. G. Press.

MYSORE GOVERNMENT CENTRAL PRESS.

To *The Secretary to
General & Revenue Secretariat
in Mysore, Bangalore*

Invoice No. *2063*
The *23* - *5* - *1917*

Indent or Press Register No.	Description	Number of copies, etc.	Number of packets	Acknowledgment
	<i>Colunsiid Abstract of work done in the Public Works Secretariat</i>		<i>150 bks</i>	

It is requested this Invoice may be receipted and returned as early as possible

DP
Despatcher.

H. L. Chelley
Asst. Supt.
For

Press Invoice No. 2063

ON MYSORE GOVT. SERVICE.

To

The Secretary
Genl & Rev. Department
Bangalore

Despatcher,
Despatcher, M. G. Press.

MYSORE GOVERNMENT CENTRAL PRESS.

To

The Secretaries Genl & Rev Suptt
 Railway Branch
 Bangalore

Invoice No. 20641

The 23-5-1917

Indent or Press Register No.	Description	Number of copies, etc.	Number of packets	Acknowledgment
W.D. 937	Classified Abstract of work done in the Railway Secretariat		150	

It is requested this Invoice may be receipted and returned as early as possible.

To
 Despatcher.

H. C. C. C.
 Asst. Supt.

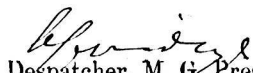
frr

Press Invoice No. 2064.

ON MYSORE GOVT. SERVICE.

To

The Secretary
General & Revenue Deptt
Bangalore


Despatcher, M. G. Press.

D. O. No. 45 621 62



RAILWAY SECRETARIAT.

Bangalore 22nd July 1916.
24 W

Dear Mr. Madhava Rao,

As requested in your D.O. dated the 13th July 1916, I forward herewith, a statement showing particulars in the form therewith received regarding the Railway Secretariat as it existed prior to the - - amalgamation of Railway Offices.

A copy of the Railway Secretariat Manual is also herein enclosed.

Yours sincerely,

K. S. Narasimhaiah

Statement of work distribution in the Railway Secretariat.

33

Branch or section.	No. of men employed in each Branch or section.	Annual cost of the establishment of each Branch or section.	Items of work done in the Branch or section briefly.	Quantity of work under each item or if this is not possible under each section.	Manuals pertaining to the work including those under preparation the latter to be marked with asterisk.	Returns prepared or dealt with.		
						Registers maintained in each Branch or section.	Name of returns.	No
1. <u>Drafting section.</u> 1. Mr. T. Nagappa, B.A. Ty. Manager, Rs. 100. 2. Mr. K. Srinivasa-murthi, Ty. Head Clerk. Rs. 70. 3. Mr. E. Vinayaga Moodr. Ty. 2nd clerk. Rs. 50.	3	Rs. 2,640	Working up important and ordinary cases. Preparation of drafts, Budget, Dasara and Administration Reports. Railway Committee's work. Compilation of periodical returns. Compilation of the Diary of important Proceedings, indexing. Comparing fair copies. Stationery and Furniture Accounts and Register of Books, &c.			1. Stationery Register. 2. Furniture do. 3. Register of Books.	1. Abstract of important references received in the Secretariat to Dewan (Daily). 2. Diary of Proceedings to G.R.S. (Weekly) 3. List of cases pending in the office and with the Dewan to the Registrar, G.R.S. (Fortnightly). 4. Arrear list of pending references to His Highness. (Monthly). 5. Index of Proceedings to G.R.S. (Monthly). 6. List of sanctions to Comptroller, P.W. & Railway Branch (Monthly). 7. Narrative Progress Reports of lines under construction to Dewan (Monthly). 8. Audited Return of traffic on open lines to the Railway Board (Monthly). 9. List of persons retired to G.R.S. (Quarterly) 10. do. officials dismissed do. do. 11. Quarterly progress reports of lines under construction to the Residency. 12. Report of work done by officials drawing a salary of Rs. 70 and above to Dewan. 13. Figures for inclusion in the half yearly Capital and Revenue Accounts of the lines worked by the M. & S.M. Ry. Co. to the Residency. 14. Capital and Revenue Accounts of open lines worked by the Durbar to the Residency. (Half yearly). 15. Auditor's notes on do. do. 16. Statement of Weekly proportionate actual traffic earnings of open lines to the Railway Board (annual). 17. Return of accidents to the Railway Board. 18. List of Europeans &c., to G.R.S. 19. Budget to Government. 20. Reappropriation statements to Financial Secy. 21. Statement showing Telegraph requirements to Residency. 22. Inferior pensionable Employees to the Comptroller, P. W. & Ry. Branch. 23. Dasara Report to G.R.S. 24. Administration Report to G.R.S. 25. Gradation List do.	360 48 24 12 12 12 12 12 4 4 4 1 2 2 12 12 1 1 1 1 1
2. <u>Registering Section.</u> 1. K. Mylariah, clerk. Rs. 30. 2. B. I. Vijendra Rao. Rs. 20.	2	600	Registering all inward and outward references, U.O. references, D.O. letters and cases that are submitted to Dewan. Accounting for Service Stamps. Issuing reminders on pending cases.		Railway Secretariat Manual.	1. "From" Register. 2. "To" do. 3. U.O. do. 4. Suspense do. 5. Dewan's do. 6. Tappal Book.		
3. <u>Copying section.</u> 1. A. L. Manavalan Ty. 2nd clerk Rs. 45. 2. J. Vijendra Rao Copyist. Rs. 20.	2	780	Typing fair copies, statements, enclosures, &c. Custody of the office imprest.			1. Register showing the No. and condition of Typewriters 2. Contingent book.		
4. <u>Records section.</u> 1. S. Panchapaksa Iyer, Ty. 4th clerk. Rs. 40. 2. M. Shama Rao, Rs. 25. 3. Bheemasena Rao Mutchi. Rs. 15.	3	960	Custody and arrangement of records. Compilation and printing of important correspondence. Preparing salary and Travelling allowance Bills and also Contingent Bills.			1. Register of Files. 2. do. do. (old). 3. do. do. (Open Line). 4. do. do. (Establishment) 5. do. do. (G.O.) 6. Index Register. 7. Salary bill book. 8. T.A. bill book.		
5. <u>Drawing section.</u> Badiudeen Mehri. Tracer. Rs. 35.	1	420	Custody and arrangement of plans, maps &c. Tracing work.	3801 receipts 4156 issues		1. Register of plans. 2. Index Register.		

1574

GOVERNMENT OF MYSORE
RAILWAY SECRETARIAT.
OFFICE MANUAL.

35

MYSORE GOVERNMENT RAILWAY SECRETARIAT.

OFFICE MANUAL.

CHAPTER I.

Organization and Discipline.

The sanctioned scale of office establishment of the Railway Organization. Secretariat is noted below:—

OFFICIALS.

	Pay Rs.
1 Manager. (Rs. 150+100 P. A.)	250
1 Head Clerk 	80
1 Clerk 	50
1 Clerk 	45
1 Clerk 	40
1 Clerk 	35
1 Clerk 	30
1 Tracer 	35
1 Typist 	30
1 Typist 	25
1 Copyist 	20
1 Mutchi 	15

MENIALS.

1 Daffadar 	15
1 Peon 	9
2 Peons 	each 8
4 Peons 	" 7
1 Watchman 	7

The above establishment will be under the orders of the Secretary for Railways, Government of Mysore. Subject to his orders the Personal Assistant to the Secretary can deal with such matters relating to the establishment as may be assigned to him by the former.

Attendance.

2. The prescribed office hours are from 11 A.M. to 5 P.M., but any member of the office may be called upon by the Manager to work overtime when the business of the office demands it. A register showing the attendance of every member of the office shall be maintained and initialled before 11-15 A.M. every day by the Manager of the office. Habitual late attendance on the part of any member of the office shall be reported to the Secretary. Absence without leave will be very severely dealt with unless satisfactorily explained.

Leave.

3. Leave will be granted on the conditions laid down in the Mysore Service Regulations if the work of the office allows of it. All leave, except casual leave, requires the sanction of the Secretary. The Personal Assistant to the Secretary may sanction casual leave to officials and the Manager to the menials. In emergent cases the Manager may also sanction casual leave to officials for periods not exceeding three days reporting the same to the Personal Assistant as soon as possible. Leave should not be availed of in anticipation of sanction except in cases of sudden and serious illness.

Holidays.

4. Gazetted holidays should not be availed of as a matter of course. The Manager will obtain the orders of Secretary in each case whether a holiday is to be observed or not, and if it is to be observed, whether the office is to be closed completely or whether any arrangement should be made for the despatch of emergent work.

Divulging
official in-
formation.

5. Information acquired by officials in their capacity as employees of the Department should be treated as strictly confidential. Any breach of this rule will be very severely dealt with. No official documents or copies thereof should be taken outside office limits by the officials. This does not apply, however, to cases in which papers are taken home to be worked up with the permission of the Manager.

No official attached to the Secretariat shall become the accredited correspondent of any newspaper without the sanction of Government.

Applications
and Certifi-
cates.

6. No member of the official or menial staff should submit any application or representation direct to the Secretary. All such applications should pass through the Manager and the Personal Assistant, to the Secretary. No certificate shall be given to any member of the office establishment except under the signature of the Secretary.

Manager's du-
ties and re-
sponsibilities.

7. The Manager is held responsible for the general efficiency of the office. He must, among other matters, see that the clerks under him are fully employed; that cases are punctually and properly submitted, that routine duties are carried out thoroughly and regularly, that the office is kept neat and tidy and that the files and papers are preserved in proper order.

CHAPTER II.

Classification and Distribution of Work and Order of Business.

8. In order to regulate the proper treatment of papers, the following classification should be made of all papers other than the ordinary or routine:—

Classification
of work.

Important.

Urgent.

Immediate.

Papers requiring more than the usual personal attention of the ordinary authority should be marked "Important."

Papers requiring the attention of the persons to whom they are addressed without delay whether at the office or at their private residence should be marked "Urgent"

Those requiring instant attention should be marked "Immediate" and placed at once in the hands of the persons to whom they are addressed by day or night.

This marking will be made either by the Secretary, the Personal Assistant or the Manager.

9. Appendix A gives the usual distribution of work among the officials. But every member of the office is bound to undertake any additional work when called upon to do so by the Manager.

Distribution.

10. All official covers received in the office except those that are addressed by name to the Secretary or the Personal Assistant should be opened by the Manager who will mark on each communication,

Opening of
Tappal.

(1) the date of receipt,

(2) the initials of the clerk who should deal with the reference, and

(3) any brief instructions that may be necessary for its rapid disposal

and then transfer them to the Registering clerk.

11. The registering clerk should examine whether the enclosures, if any, to each letter have been correctly received, enter each communication in the receipt or "From" Register and after affixing the office stamp thereto transfer the papers to the Record-keeper.

Registering.

12. The Record-keeper should carefully read through each reference and with the help of the registers trace and put up any connected records or precedents whether actually quoted in

References.

the letter or not which are likely to be required for the disposal of the case. He should also mark with letter slips any references quoted in the letter, the slips being indicated in pencil on the margin of the letter under disposal. Each reference with the records thus completed should be transferred to the clerk who is to deal with it or to the Manager as the case may be.

Cases for first perusal.

13. In urgent or important cases where the Manager thinks it necessary that a reference should be seen by the Secretary immediately on receipt he should mark the same for first perusal. Such references should be first submitted to Secretary and on receipt with his initials dealt with in the usual course.

Transfer of work.

14. If on receipt of a case with a clerk, he finds that the matter has been previously dealt with by another clerk or that he cannot deal with it owing to pressure of work he should explain the fact to the Manager and obtain his orders to transfer it to another clerk.

Time allowed for submission of cases.

15. The time allowed for submission of a case with a note or draft for orders is usually three days but simple cases which do not require much referencing should be submitted on the day after receipt with the clerk. Urgent cases and telegrams requiring orders should be submitted the day they are received.

CHAPTER III.

Preparation and Submission of Notes and Drafts.

Simple cases.

16. On receipt of a case by a clerk he should, if the matter is one governed by rules and if there is no doubt as to the action to be taken thereon, put up a draft letter in reply or calling for further information, etc. If not, he should submit an office note for orders.

Preparation of notes.

17. Every note should be legibly written on paper of foolscap size with half-margin and should bear the initials of the clerk and the date of submission on the left hand side at the bottom. The language of the notes should be temperate and free from personal remarks. If apparent errors in notes or communications from officers have to be pointed out, the observations should be very courteously worded. The notes should contain the following particulars in more or less detail according to the importance of the case :—

- (a) A precis of the previous history or facts of the case unless these are contained in any previous note to which reference can be made.
- (b) A very brief summary of the papers under disposal and the questions for consideration and decision.

- (c) Reference to any law, rule, precedents, previous orders or parallel cases which may be applicable and their bearing on the question for disposal.
- (d) In cases in which the disposal is governed by rule or custom or the concurrence of other departments is necessary, an indication of the procedure which should be followed.

NOTE.—1. Notes should be referenced in the same way as papers under disposal.

- 2. In some cases a mere perusal of the papers under disposal will be sufficient and nothing is required beyond a brief suggestion for action.

18. All notes should be submitted for orders through the Manager and no case with more than one note from the office. If the note put up by a clerk is accepted by the Manager, he should merely add his initials; if not, he should modify or rewrite it. If he considers the note incorrect, inadequate or prefatory, he should return it to the clerk with suitable instructions to be rewritten.

Submission of notes.

19. All communications issuing from the office should be in one of the marginally noted forms and drafts thereof should be approved before issue. The "letter" form should be employed whenever a letter is replied to or orders are to be conveyed at length and for all communications to the Residency. Circulars may be in letter, office memorandum or endorsement form according to the requirements of the case. When the decision of Government or orders of general applicability have to be communicated on questions of policy or any important matters which have been the subject of discussion or enquiry, they should be drafted in the "Proceedings" form. The "Notification" form should be employed for gazetting appointments, leave, etc., and rules and orders passed under legal enactments. The "Office Memorandum" and "Endorsement" forms should be used when transmitting copies or original documents for information or with brief instructions but should not be employed in addressing non-official persons or institutions.

Forms of drafts.

Letter.
Proceedings.
Notification.
Office Memorandum.
Docket.
Endorsement.

20. The language of drafts should be courteous, clear, concise and incapable of misconstruction. Whenever the notes and orders admit of it, they should be incorporated *verbatim* in the draft. No abbreviations except those in general use should be employed.

Language of drafts.

21. The subject of the letter under reply should be referred to briefly and the number and date thereof or of the last letter of the correspondence quoted at the commencement of a draft. If a number of letters are to be referred to, this should be

General directions for drafting.

done on the margin. A letter should not acknowledge the receipt of another letter after the lapse of a considerable time. Original papers, plans, etc., the return of which has been asked for should be returned without fail and a paragraph mentioning the return should be added to the draft. When there is likely to be any doubt regarding the enclosures to accompany a letter owing to their number being large or for other reasons, a list of the same should be entered on the draft. No communications should be addressed direct to officers subordinate to Heads of Departments except in cases of urgency and when a reference is so made, a copy thereof should be forwarded to the latter simultaneously.

CHAPTER IV.

Unofficial Correspondence and Confidential Cases.

Official references.

22. In addition to the forms of official communications mentioned in paragraph 19, unofficial references may also be made to Heads of other Departments when an expression of opinion or advice or supplementary information is required and the unofficial form of communication is likely to save delay or is otherwise convenient; but such references may be made only by special orders in each case and must not be employed for the purpose of conveying remarks or orders which are intended to be brought on official record. An unofficial reference consists in marking and transmitting the original file of papers and notes to the department concerned for advice, opinion, etc. In such cases the specific point or points in respect of which reference is made should be stated in the notes with as much precision as possible. The file of papers must be complete but special care must be taken that papers and notes not intended to be seen outside the Secretariat or which for any reason ought not to be forwarded are withdrawn.

Unofficial references received from other departments.

23. Cases received unofficially from other departments for consideration should be dealt with as expeditiously as possible. Such cases should generally be submitted for orders without any note from the office, if the papers are complete and the points for consideration have been fully stated and discussed. If not, a note may be put up supplying any additional information required or pointing out inaccuracies or objections but avoiding a repetition of anything stated in the notes of the department of origin. Notes written after those of another department should be written on a separate sheet, a line being drawn across any empty space on the last page of the preceding notes; but this rule may be dispensed with in cases in which the unofficial reference is on routine matters.

24. Papers referred unofficially from other departments should be treated as confidential and should not be referred to any officers outside the Secretariat except with the consent of the department to which they belong. Confidential treatment of papers.
25. Papers requiring special secrecy are marked "*Confidential*", such papers should be dealt with only by the Manager or the Head Clerk of the office and they shall be held responsible for the maintenance of secrecy. Special treatment of Confidential cases.
26. The entries of confidential papers in the office registers should be made from slips furnished by the Manager or the Head Clerk who deals with the papers and should be very general, sufficient merely to admit of the paper being traced. Registering Confidential papers.
27. Confidential papers as well as spare copies thereof must be kept under the personal custody of the Manager or the Head Clerk until orders are obtained for their transfer to the record room. When confidential papers are sent out of the office, they should be put into double covers, the inner one being sealed, marked "confidential" and superscribed only with the name of the addressee and the outer one bearing the usual official address. If only a few papers of a file are confidential, only those should be placed in a sealed cover marked confidential, the contents but not the subject of the same being noted thereon. Custody of Confidential papers and despatching.

CHAPTER V.

Copying and Despatching.

28. All fair copying work of the office should be done by means of typewriting machines. Fair copies of ordinary letters should, as a rule, be submitted for signature not later than the day after the draft is approved. Short letters and endorsements which do not involve the copying of lengthy enclosures and all "Urgent" letters should be faired and issued the day they are approved and "Immediate" letters at once. All fair copies and copies of enclosures should be neatly typed in the prescribed form and should be free from erasures and corrections. Fair copies.
29. Every fair copy sent up for signature must be carefully examined and initialled by one of the senior clerks and those of all important communications by the Head Clerk. Examination of fair copies.
30. In the absence of the Secretary, the letters made out in his name will be signed by the Personal Assistant "for" Secretary. Copies of letters will be signed by the Personal Assistant or in his absence by the Manager. Notifications and papers to appear in the Gazette must always be published under the Secretary's signature. Signature.

Despatching

31. After fair copies are signed, the despatching clerk shall duly number and note each of them in the "To" or "Issue" Register and after carefully picking up all the enclosures to accompany the same, despatch it by messenger or post as the case may be. All papers should, as a rule, be despatched on the date they are signed or the next day at the latest.

Papers sent by post.

32. Letters intended for the post should be stamped, if necessary, entered in the Tappal Book and posted. Important and valuable papers and plans should invariably be registered when sent by post and Post Office receipts filed in the Tappal Book.

Delivery by peon.

33. Letters for delivery by peon should be entered in the Peon Book and forwarded. In this case the Despatcher should examine the book after return and satisfy himself that the letters have been duly delivered and an acknowledgment obtained.

General directions for despatching.

34. Covers containing "Immediate", "Urgent" and "Early" cases should have the prescribed coloured labels pasted on them. The numbers and dates of letters should be noted on the covers. When any enclosures are sent independently of the covering letter, they should be accompanied by a slip indicating the letter to which they form enclosures and a note as to how they are sent should be entered on the letter. When the enclosures are marked 'to follow' the Despatcher should keep a note of it and see that they are forwarded within a reasonable time. But the practice of forwarding enclosures after the covering letters should be avoided as far as possible.

Papers submitted to the Dewan.

35. The papers to be submitted to the Dewan should be separately registered and despatched under the personal supervision of the Record-keeper. All the papers required for reference should accompany the notes submitted to the Dewan. Duplicate lists of the papers to be sent should be prepared and one of them should accompany the papers and the other retained in the office for reference.

Numbering.

36. Separate serial numbers should be given to the cases submitted to the Dewan and to Unofficial references. In the case of communications issued in the "Proceedings" form, the file number and the serial number of file should also be added to the "Issue" Register numbers.

Printing of Proceedings.

37. All important Government Proceedings should be printed in the prescribed form.

CHAPTER VI.

Arrangement and Custody of Records.

The Record-keeper.

38. The record room shall be in charge of one of the clerks who shall be designated Record-keeper. One or two junior

clerks should be told off to assist him in the proper discharge of his duties.

39. All the records of the office shall be arranged in files according to subjects. The first letter on any subject receives a "File number" which should be maintained throughout the year for the entire correspondence on the subject. The letters on each file are again numbered serially commencing from 1, 2, 3 and etc. Files.

40. A new series of files should be opened from the 1st of July of each year. A letter which is not in continuation of previous correspondence or which is in continuation of correspondence that has been closed for the time being should form the first paper of a new file. New file numbers should not be given to correspondence which is in continuation of that of the previous year without any break. Each file should as far as possible be confined to a single subject and new files should be freely opened. When a letter relates to two or more files copies of the same should be prepared and placed in each file. General files may be opened for periodical returns, and trivial routine correspondence, such as the purchase of books, petitions, etc. Opening of new files.

41. All the file headings and the corresponding numbers arranged serially should be entered in a register, and an alphabetical index to the same should be maintained for purposes of ready reference. A register showing the number of spare copies of proceedings, etc., received in the record room and their issue should also be maintained similarly. Register and index of files.

42. In addition to the above he shall also maintain a register of "Suspend" cases, *i.e.*, cases which are not closed. As soon as a letter to which a reply is expected is issued, it should be entered in the "Suspended Register" and a note made of the particular date by which a reminder should be sent. Reminders should be sent once a month in ordinary cases and once a fortnight or even earlier in urgent cases. Suspend Register.

43. The Record-keeper shall maintain a register of all files put up with cases under disposal and obtain therein the initials of the clerks to whom they were furnished. If other papers or books are required, a requisition slip therefor should be furnished by the clerk and it should be left in the place of the file furnished. A similar slip should be left in the place of papers removed from one file to another. When a paper or file is restored to the records, the voucher for it should be returned. No voucher is required in the case of spare copies but a note should be made in the spare copy register of the number of copies removed. Clerks are prohibited from sending for records merely in order to consult them. When it is doubtful whether a file contains the paper required, it should be consulted in the record room before a requisition is made. Removal of papers from the records.

Restoration of papers.

44. Papers returned to the record room should be restored to their places without delay. Care should be taken in restoring files that papers which do not belong to them are removed. Additions to the records must upon receipt be placed in their appropriate position or formed into new files, as the case may be, without loss of time.

Duties of the Record-keeper.

45. In respect of the records of the office, the duties of the Record-keeper are to see (1) that they are properly dusted and kept tidy and that precautions are taken for their proper preservation from damp, insects, etc., (2) that no unauthorized person and particularly no person not belonging to the department is allowed to enter the record room or have access to the records and that the room is properly locked when the office is closed, (3) that requisitions for papers in the proper form are promptly met and (4) that the records are kept arranged in the prescribed order.

Maps and plans.

46. The maps and plans of the office shall be in charge of the office Tracer who shall discharge duties similar to those of the Record-keeper in respect of them.

Inspection.

47. The Manager should frequently inspect the record room and see that all the rules regarding the arrangement and preservation of the records receive prompt attention.

CHAPTER VII.

Miscellaneous.

Registers and returns.

48. Appendix B gives a list of the Registers to be maintained in the office and the paragraphs of the Manual where they are referred to and Appendix C gives a list of returns to be furnished by the office.

Arrear lists.

49. In addition to these, each clerk shall on the first of every month submit a list of reference pending with him classified under the following heads:—

- (1) Pending for less than a week,
- (2) Pending for more than a week but less than a month,
- (3) Pending for more than a month but less than two months,
- (4) Pending for more than two months.

Explanations for delay should be given where necessary.

A consolidated statement for the whole office should be compiled from these individual returns and submitted by the 1st of the month.

Diary and index.

50. A diary showing the number and date and brief subject of all important communications issued from the office should

be compiled and forwarded to the General and Revenue Secretariat once a week for inclusion in the Monthly Volume of Government Proceedings and an index thereto should be furnished once a month.

51. A complete list of standing orders of Government relating to the work of the department should be maintained and kept up to date. Standing orders.

52. All books and periodicals belonging to the Library of the office shall be under the charge of one of the clerks who shall discharge the duties of Librarian. A catalogue thereof should be prepared and revised from time to time. No books or publications should be lent to outsiders without the permission of the Secretary. The duties of the Librarian shall be, Library.

- (1) to take charge of all books and publications made over to him,
- (2) to maintain the Library catalogue up to date,
- (3) to correctly label all receipts and deposit them in their appropriate places,
- (4) to insert correction slips in volumes of enactment, rules, etc., and
- (5) to report loss or damage and obtain orders about replacement.

53. The office has an Imprest of Rs. 20. This should be in charge of one of the clerks who shall maintain a register of all receipts and expenditure on this account. Office funds must be deposited at the close of each day in the cash chest, and the watchman should sleep at night in or near the room where it is placed. Office funds should not be kept in the personal possession of the clerk nor should any private money be placed in the cash chest. Office Imprest.

54. The Acquittance Roll is a record of salaries and allowances disbursed to the office establishment and of the receipts taken from the payees in acknowledgment. It should be drawn up after approval of the pay bills. It should be submitted to the Secretary or his Personal Assistant every month and his initials obtained in token of his having satisfied himself of the correctness of disbursements. Acquittance Roll.

55. A register should be maintained showing the articles of furniture in the office with details as to the cost and date of purchase of each. When any article is lost or becomes unserviceable, it should be noted in the register. Once a quarter the furniture register should be verified and the result reported to the Secretary. Furniture.

56. Articles of stationery and forms should be under the charge of the Record-keeper. Registers should be maintained showing the receipts and issues thereof, and verified once a year by stock-taking. Supplies should be issued to the clerks once a month on indents and their initials obtained in the register. Stationery and forms.

Typewriters.

57. The Typewriting machines of the office should be very carefully looked after by the typists operating them. The Manager should inspect the machines once a month and note the results of his inspection in a register to be maintained for the purpose.

APPENDIX A.

Distribution of work in the Railway Secretariat.

Manager	...	General supervision and working up important cases.
Head Clerk	...	Working up important cases and preparation of drafts and notes, Administration Report, Budget, etc.
Mr. K. Srinivasa Murti, Clerk		(1) Notes and drafts on semi-important and ordinary cases connected with open lines. (2) Compilation and despatch of periodical returns. (3) Compilation of the diary of important proceedings.
Mr. T. Nagappa, Clerk	...	(1) Notes and drafts on semi-important and ordinary cases connected with construction works. (2) Comparing fair copies.
E. Vinayaga Moodr., Record-keeper, assisted by S. Panchapakesa Iyer, Clerk and K. Mylariah, Typist.		(1) Custody and arrangement of records. (2) Charge of stationery and furniture. (3) Compilation and printing of important correspondence. (4) Maintaining the register of cases submitted to the Dewan. (5) Maintaining the register of suspend cases and sending reminders.
A. L. Manavalan	...	Typing work and custody of the Office Imprest.
Badiudeen Mehkri, Tracer	...	Typing work and tracing when there is any and the custody of maps and plans.
B. I. Vijendra Rao	...	Maintenance of the "To" Register and the Register of Unofficial references and despatching.
J. Vijendra Rao	...	Maintenance of "From" Register and copying or typing work when necessary.
Mutchi	...	The duties pertaining to the post.

APPENDIX B.

Serial No.	Registers	Reference to para of the Manual
1	Attendance Register	2
2	" From " Register	11
3	" To " Register	31
4	Register showing the account of service stamps (Tappal Book),...	32
5	Peon Book	33
6	" Dewan's " Register...	35
7	" Unofficial " Register	36
8	Register of Files (General)	41
9	Do (Old, prior to 1912)	
10	Do (Open lines)	
11	Do (Establishment)	
12	Index to above	42
13	Register showing the spare copies of Government Orders ...	
14	" Suspend " Register	
15	Register of plans	
16	Index Register to the above	46
17	Register of Standing Orders	51
18	Catalogue of Books	52
19	Office Imprest Book	53
20	Acquittance Roll of pay	54
21	Do travelling allowances	
22	Furniture Register	55
23	Stationery Register (Issue and Receipts)	50
24	Register showing stationery articles issued at fixed intervals ...	
25	Register showing the number and condition of Typewriters in the office.	57

APPENDIX C.

Particulars	Date of submission	To whom to be furnished
DAILY.		
Abstract of important references received in the Secretariat.	On the day of receipt	The Dewan of Mysore.
WEEKLY.		
Diary of Proceedings	9th, 16th, 24th and 30th of every month ...	Branch V, General and Revenue Secretariat.
MONTHLY.		
List of cases pending in the office and with the Dewan ...	1st of every month	The Registrar, General and Revenue Departments.
Arrear list of Residency references	10th do	The Dewan of Mysore.
Index of Proceedings	do	Branch V, General and Revenue Secretariat.
Narrative Progress Reports of lines under construction ...	do	The Dewan of Mysore.
List of sanctions	do	The Comptroller, Public Works and Railway Branch.
Audited return of traffic on open lines	Before the 20th of the month following that to which the return relates.	The Secretary, Railway Board.
QUARTERLY.		
Persons retired	10th of January and April, July and October of each year.	The General and Revenue Secretary.
Officials dismissed		
List of Supernumeraries... ..		
Progress reports of lines under construction		
HALF-YEARLY.		
Report of work done by officials drawing a salary of Rs. 70 and above.	15th of January and July of each year ...	The Dewan of Mysore.

APPENDIX C—*concl.*

Particulars	Date of submission	To whom to be furnished
Certain figures for inclusion in the half-yearly Capital and Revenue Accounts of the lines worked by the Madras and Southern Mahratta Railway Company.	10th February and August of each year ...	The Residency on receipt of requisition.
Capital and Revenue Accounts of open line ...	1st December and 1st June (Manuscript) ...	The Secretary, Railway Board (through the Residency).
Auditor's note on do ...	1st January and 1st July (Printed copies) ...	Do
Statement showing weekly proportionate actual traffic earnings of open line.	1st January and 1st July ...	Do
	Within one month after the close of the accounts for each half-year.	
YEARLY.		
Returns of Accidents ...	Not later than three weeks after the close of the year.	Do
List of Europeans and Eurasians ...	1st January of every year ...	The General and Revenue Secretary.
Budget ...	5th March ...	The Dewan of Mysore (through the Financial Department) and the Comptroller.
Final Reappropriation statement ...	April of each year ...	The Financial Secretary.
Statement showing what lines of telegraphs along Railways existing or proposed likely to be required during the following official year.	10th June of each year ...	The Residency.
Inferior pensionable servants as employed on 1st July ...	1st July of each year ...	The Comptroller, Public Works and Railway Branch.
Dasara Report ...	August ...	The General and Revenue Secretary.
Statement showing telegraph works included in the current year's budget but required during the following year and new works required during the following year.	1st September of each year ...	The Residency.
Graduation list of officials ...	Do ...	The General and Revenue Secretary.
Administration Report ...	October of each year ...	The General and Revenue Secretary.

Genl & Rev. Genl

31. 7. 1916.

Dear Sir,

As promised in your ltr. dated
29th idem, I request you to kindly furnish
per bearer the following information and oblige.

Yours truly

W. B. Munro
Manager

Efficiency Audit for
G. R. S.

Total no
of receipts
for 1915-16.

Total no
units
for 1915-16.

(Kindly see statement attached)

Sydney
MacCaffrey

Total No. of Receipts & Despatches in the Ry. Secty during 1915-16.

Total No. of Receipts	Total No. of Despatches	Notes Sub. to Dewan Sahib.	D. O. Despatches	In ams to Engl. in Chief	Un-official Receipts & Despatches.	Grand Total.
3,624	3,668	729	311	about 925	177 + 177 v	9,611.

The
21/7/16.

PROOF FOR APPROVAL.

Lammofrid
19-X-16

CLASSIFIED ABSTRACT OF WORK DONE
IN THE GENERAL AND REVENUE
SECRETARIAT.

CHAPTER I.

Main subjects dealt with in the several branches of the
General and Revenue Secretariat.

BRANCH I—Revenue.

I. LAND REVENUE.

- 1 Personal questions affecting Officers and Establishment of the department of the Rev. Dept.
- 2 District and Taluk Treasuries.
- 3 Appropriation and acquisition of lands.
- 4 Grant of lands on special conditions.
- 5 Revenue appeals.
- Land Revenue Code and Rules.
- 7 Cauvery Reservoir. Cultivation under
- 8 Marikanze Reservoir. Cultivation under
- 10 Tank Panchayet Scheme
- 11 Minor Tank Restoration Scheme. and District Haranahat
- 12 Village Improvement Scheme.
- 13 Revenue Land Revenue Code and Rules.
- 14 Nam questions.
- 15 Refunds and remissions.

Village Officers & minor village officers
Village Officers
Regulation
& their amendment.

Land Compensation Scheme - and other questions connected with it

Miscellaneous irrigation matters

II. LAND SURVEY.

- 1 Personal questions affecting Officers and Establishment of the department.
- 2 Re-survey and settlement.
- 3 Frontier boundary marks, disputes
- 4 Phut Pahani work
- 5 Maintenance and repair of boundary marks.

20 Departmental Reports - & periodical returns -

6 Departmental Reports & Returns

Block system of irrigation & other questions connected with it

19. Accidental Fire reports

6 Interpretation & application of the provisions of the

15 Remuneration of Village Officers & minor Village Servants..

16 Claims to Hereditary Village Officers & Splitting up of Sharebogi Charges -

17. Investigation of arrear claims.

III. AGRICULTURE.

Land Improvement and Takavi loans.

^ Veterinary.

Famine.

Agricultural Statistics.

not very rept

~~Reinforced~~ AgriculturalQuestions affecting
Officers & Establishment
of the Veterinary Dept.
Departmental Report.

IV. FOREST.

~~Officers and Establishment of the department.~~

Reservation and constitutions of state and village forests.

Development of forest resources.

Kheddah operations.

Forest tramways.

Rights to sandalwood.

Grant of timber at concession rates. ~~also free of cost~~

Forest scholarships.

Licenses for shooting elephants.

Working plans.

Refunds and remissions.

~~Departmental Reports & returns -~~

Kumbi Settlement.

Forest School -

Sale of timber & Sandalwood & other
forest products.

BRANCH II—Financial.

56

SECTIONS.

I. GENERAL FINANCE AND BANKING.

- 1 — ~~Officers and establishment of the Account Department.~~ ✓
- 2 — The State Huzur Treasury.
- 3 — ~~Office accommodation, furniture and equipment.~~
- 4 — Budget Estimates, Civil, P. W. D. and Railways.
- 5 — Audit and adjustment.
- 6 — Loans and Investments.
- 7 — Ways and Means Estimate.
- 8 — ~~Accounts.~~
- 9 — Advances (house-building and motor cars.)
- 10 — Transactions with the State Bankers in England.
- 11 — Financial aspect of commercial and other schemes.
- 12 — Savings Banks.
- 13 — State Life Insurance.
- 14 — Provident Fund.
- 15 — Family Pension Fund. *ta!*
- 16 — Financial Rules. — *interpretation of*

IV. SEPARATE REVENUE EXCISE AND STAMPS.

- 16 — ~~Officers and Establishment of the Excise Department.~~
- 17 — Do Stamp Department.
- 18 — Sales of Excise privileges.
- 19 — Inamdar's claim to toddy revenue.
- 20 — Duty on spirits and other excisable articles.
- 21 — Ganja cultivation.
- 22 — Importation of drugs and liquors.
- 23 — Opium.
- 24 — Hemp.
- 25 — Mythylated spirits.
- 26 — Stamps.
- 27 — Refunds and remissions.

III. SALARIES AND ALLOWANCES.

- 27 — Pensions, including political pensions.
- 28 — Gratuities
- 29 — Travelling allowances.

II Civil Accounts

V Census

VI Posts and telegraphs

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Vide connection
above

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BRANCH III—Legislative and Judicial.

I. LEGISLATION.

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Framing legislative measures and *certain*
 Rules under legal enactments.
 Periodical review of the working the following enactments:—
 Mysore Mines Regulation.
 Mysore Factories Regulation. *Mark*
 Mysore Merchandise Regulation.
 Marius Regulation.
 Legislative Council.
 Legal opinion on cases referred to the section. *Branch*

II. COURTS.

Officers and establishment of the Judicial Department (Civil¹
 and Criminal Courts).
 Office accommodation, furniture and equipment.
 Rules of Practice.
 Extradition and surrender of offenders.
 Investiture of Magisterial powers.

Reduction of sentences.
 Appeals against acquittals.
 Village Courts.
 Law officers.
 Bench Magistrates.
 Exemptions from appearance in Civil Courts,

III. PRISONS AND JAILS.

Officers and establishment of the department.
 Release of prisoners.
 Commitment of Criminal lunatics.

IV. REGISTRATION.

Officers and establishment of the Department,
 Rules under the Registration Regulation.
 Joint Stock and other Companies,

V. POLICE.

Officers and establishment of the Department (General
 Police, Railway Police, Police Training School). *and*
 Office accommodation, furniture and equipment.
 Prosecution under Infant Marriage Regulation,
 Arms Regulation and rules thereunder.
 Accidents.
 Licenses for export of arms.
 Working of the Game Preserves Regulation,

BRANCH IV—Local Fund and Sanitary.

ITEMS OF WORK.

58

I. LOCAL BOARDS.

Local Boards Regulation and Rules thereunder.
District Boards, Taluk Boards and Unions.
Kolar Gold Fields Sanitary Board.
Local Funds General.
Rural Water-supply.
Rural Sanitation.
Local rates and cesses on markets, jattras and shows.
Cattle shows.

II. MUNICIPAL.

Municipal Regulation and Rules thereunder.
Municipal Councils.—constitution of
Taxation.
Water-supply to Municipal towns.
Drainage schemes.
Municipal accounts.
Mysore City Improvement Trust Board.

III. MEDICAL.

Officers and establishment of the department.
Medical Institutions (Government).
Grants-in-aid.
Medical scholarships.
Medical Stores.

IV. SANITARY.

Officers and establishment of the department.
Sanitary measures.
Malnad Improvement Scheme.
Public Health Institute.
Sanitary school.
Vaccine Institute.
Vaccination.
Infectious diseases.

other than those for which under
above
Local Boards & Municipal

Officers and establishment of the Government Press and Stationery.
Contract for Stores, printing plant and materials.
Overtime allowances to Press officials.
Piece Work system.
Printing School.
Stationery Rules.
Supply of Forms.
Purchase of Government Stationery.

II. MILITARY.

Officers and establishment of the Department.
Imperial and Local Service Regiments.
The Barr forces.
Imperial Service Transport Corps.
Amrut Mahal Department.
Kunigal Stud Farm.
Hessarghatta Grass Farm.
Military Funds.
Military Stores.
Government House, Mysore.

III. GEOLOGY.

Officers and establishment of the Department (Mines and Geology.)
Geological Survey.
Leases and licenses for mining and prospecting.
Mining accidents.
Explosives.
Rules under the Mining and Explosives Regulations.
Mining revenue.
Mining industries.

IV. GENERAL MISCELLANEOUS.

Government Museum.
Government Gardens.
Archæology.
Meteorology.
Census and General Statistics.
Mysore Civil Service.—Officers of the
Mysore Civil Service Examination.
Mysore Local Service Examination.
Ethnographic Survey.
Government Gazette and Calendar.
History of Services of Officers.
Civil list.
Public Press and Newspapers.
Registration of books and publications.
Inventions and Designs.
Hill stations.
Arrangements for Dasara and Birthday festivities.

Post and Telegraph offices.
Employment of Europeans.
Tents.
Travellers' bungalows.
Monthly and weekly volumes of Government proceedings.
Tours of Dewan and Members of Government.
Trigonometrical Survey Stations.
Advertisements.
Visit of important personages.
State Administration Report.
General and Revenue Secretariat Establishment.
Purchase of books.
General and Revenue Secretariat Library.
General and Revenue Secretariat cash and contingencies.
General and Revenue Secretariat Savings Association.
Clothing to menials.
All other matters not coming under any specified sections.

BRANCH VI—Education and Agriculture.

I. EDUCATION.

- Officers and establishment of the department.
- University.
- Direction and Inspection.
- Educational Institutions, general (Colleges, High Schools, Anglo-Vernacular Schools and Vernacular Schools.)
- Educational Institutions special (Normal Schools, Industrial Schools, Schools for the Deaf, Mutes and the Blind, and Sanskrit Schools).
- Compulsory Primary Education.
- Students' Homes.
- Grants-in-aid and aided institutions.
- Educational buildings.
- Text-book Committee and payment for books.
- Local Examinations—Lower Secondary, Teacher's Certificates, etc.
- Educational Museum and Library.
- Public Libraries.
- Educational Endowments.
- Educational Code and Rules.
- Oriental Library, Mysore.
- Government Central Book Depot.
- Scholarships.

Technical schools,
Special schools,
Kindergarten & village
school schools

Capital left

II. ECONOMIC CONFERENCE.

- Officers and establishment of the department.
- Constitution and functions of the conference and its three Central Committees.
- District, Taluk and Town Progress Committees.
- Economic Journal.
- General proposals of the Conference for development of Education, Agriculture, Industries and Commerce.

Capital

III. INDUSTRIES AND COMMERCE.

- Officers and establishment of the Departments of Industries and Commerce and Co-operative Societies.
- Takavi loans for industrial purposes.
- Government and aided factories.
- Industrial Depot.
- Weights and measures—regulation of
- Wood Distillation.
- Agricultural Banks.

Capital left

Capital

Co-operative Societies

IV. AGRICULTURE AND EXHIBITIONS.

- Officers and establishment of the department.
- Agricultural Schools.
- Agricultural Farms.
- Dairy Farms.
- Agricultural loans.
- Agricultural implements and implement depot.
- Agricultural Museum.
- Sericulture.
- Exhibitions.

III : no 2, 14, 23

IV 1

V 19, 20, 21, 22

VI 6, 8

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Page 157

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No. 100/101
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1

Chapter

Ex. 11
Main subject dealt with

PART II.

ITEMS OF WORK DONE IN THE RAILWAY
SECRETARIAT.

Chapter I

SECTION.

DRAFTING SECTION.

Budget.
Dasara Report.
Administration Report.
Work of Railway Committee.
Periodical Returns.
Diary of important Proceedings and Index.
Stationery and Furniture.
Register of Books.

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REGISTERING SECTION.

Maintenance of Registers.
Accounting for Service Stamps.
Issuing Reminders in Pending Cases.

COPYING SECTION.

Typing Work.
Custody of Cash.

RECORDS SECTION.

Stat

Custody and arrangement of Records
Compilation and printing of important correspondence.
Railway Secretariat Establishment.
Contingencies.

DRAWING SECTION.

Custody and arrangements of maps and plans, etc
Tracing work.

Recd. H. B. 100/101
9.11.16

The following Registers are maintained in the
Railway Secretariat.

Serial No.	Name of Register	Authority under which maintained
1	Attendance Register	Para 2 of the Railway Secretariat Office Manual.
2	"From" Register of papers received ...	Para 11 "
3	"To" Register of papers issued ...	" 31 "
4	Tappal Book, Showing account of Service Stamps ...	" 32 "
5	Peon Book of letters for delivery by peon ...	" 33 "
6	Dewan Register of papers submitted to Dewan ...	" 35 "
7	Unofficial Register of Cases ...	" 36 "
8	Register of files (general) ...	
9	Do (old, prior to 1912) ...	
10	Do (open lines) ...	" 41 "
11	Do (Establishment) ...	
12	Index to above, i.e., Register of files ...	
13	Register of spare copies of Government Orders ...	
14	"Suspend" Register of cases to which replies are due ...	" 42 "
15	Register of plans ...	" 46 "
16	Index Register to the Register of plans ...	
17	Register of Standing Orders ...	" 51 "
18	Catalogue of Books ...	" 52 "
19	Office Imprest Book ...	" 53 "
20	Acquittance Roll of pay ...	" 54 "
21	Do travelling allowances ...	" 55 "
22	Furniture Register ...	" 56 "
23	Stationery Register (Issue and Receipts) ...	" 56 "
24	Register showing stationery articles issued at fixed intervals ...	" 56 "
25	Register of Typewriters, showing their number and condition ...	" 57 "

The following Reports and Returns are dealt with in the
Railway Secretariat.

Serial No.	Name of Report and Return	By whom Sent	For what Period	When Due	Order number which submitted	Remarks
1	Abstract of important references received ...		Daily.	On the day of receipt	-	
2	Diary of Proceedings ...		Weekly.	9th 16th 24th 30th	-	
3	List of cases pending in the office and with the Dewan ...		Monthly.	10th 16th 24th - do -	4.0.20. 4.35.62-5.9.14. 11.13	
4	Arrear list of Residency references ...			10th - do -	-	
5	Index of Proceedings ...			- do -	-	
6	Narrative Progress Reports of lines under construction ...			- do -	-	
7	List of sanctions ...			- do -	-	
8	Audited return of traffic on open lines ...			- do -	-	
9	List of retired persons ...		Quarterly.	Before the 20th of the month following to which the return relates	Ry Board's no 2011-R.G. 8.17.6	
10	Do dismissed officials...			10th of year	4.0.20. 4.35.62-5.9.14. 11.13	
11	Do supernumeraries ...			10th of year	9.25.11. 0.3	
12	Progress reports of lines under construction ...			25th of year	4. Board's no 2021-R.G. 8.27.6	
13	Report of work done by officials on Rs. 70 and above ...		Half yearly.	May 1st October		
14	Statement of figures for inclusion in the Capital and Revenue Accounts of the lines worked by the Madras and Southern Mahratta Railway Co. ...			10th of year		
15	Capital and Revenue Accounts of open line ...			10th of year		
16	Auditor's Note on do			10th of year		
17	Statement of weekly proportionate actual traffic earnings of open line ...			10th of year		
18	Returns of accidents ...		Yearly.	10th of year		
19	List of Europeans and Eurasians ...			10th of year		
20	Budget ...			10th of year		
21	Final reappropriation statement ...			10th of year		
22	Statement showing what lines of Telegraphs along Railways existing or proposed likely to be required during the following official year ...			10th of year		
23	Inferior pensionable servants as employed on 1st July			10th of year		
24	Report of work done by officials on Rs. 70/- and above -			10th of year		
25	Dasara Report ...			10th of year		
26	Statement showing telegraph works included in the current year's budget but required during the following year and new works required during the following year.			10th of year		
27	Gradation List of officials ...			10th of year		
28	Administration Report ...			10th of year		

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and forwarded to the Superintendent
Govt Press for favour of
sending two clean proofs
early.

B. V.

8-11-16

K. M. N. Jy
Manager

Efficiency Audit
Branch

L. K. S.

Stat
 Main Subjects dealt with *Items of work done in the Public Works Secretariat.*
 PART III Chapter I.

SECTIONS:

DRAWING. *Section*

u/
 Scrutiny of projects.
 Gauge Registers and diagrams.
 Topo sheets and Mysore Road Map.
 Designing and estimating.

BUDGET. *Section*

Budget Estimates.
 Works : correspondence relating to.
 Allotment of funds.

STATISTICAL AND MISCELLANEOUS. *Section*

Compilation of reports and statements.
 Water-supply, drainage and town planning.
 Petitions.
 Buildings, occupation and rents thereof
 Other miscellaneous work, *including inspection of works, land acquisition*

CORRESPONDENCE. *Section*

Typing, comparing and despatching work.

ESTABLISHMENT. *Section*

Officers and Establishment
 Personnel of the Department of Public Works.

RECORDS. *Section*

Maintenance of records.
 Despatching.
 Maintenance of "from" and "to" registers.

CASH, STORES AND MISCELLANEOUS. *Section*

Requisitions of Topo sheets and Road Maps.
 Indents from divisions.
 Annual indents.
 Salary and travelling allowance bills of office establishment.
 Contingent expenditure.
 Stores.
 Stationery.

CAUVERY POWER SCHEME. *Section*

Cauvery Power Scheme.

Mechanical power works in progress

Cauvery Reservoir Section

Papers of the Cauvery Reservoir Works

The following Registers are maintained in the Public Works Secretariat.

Serial No.	Name of Register	Reference Authority under which the Register is maintained.
	"From" Register of papers received	
	"To" Register of papers issued	
	~~Demand collection~~ register	
	Stamp account book	
	Tappal book	
	Delivery book	
	M. O. register	
	Register of papers submitted to Dewan	
	Register of notes submitted to Dewan	
	Issue register of files sent to branches	
	Branch register	
	Suspend register	
	Register of petitions addressed to His Highness	
	Petition register	
	Register of sanctions under Provincial Funds	
	(a) Roads and buildings, (b) irrigation	
	Register of sanctions under District, Palace, Municipal and other funds.	
	Register for noting return of sanctions	
	Contractors' register	
	List of debarred contractors	
	Detailed estimate register of ~~lower~~ officers	
	Civil list of Engineer Officers and Upper Subordinates.	
	Classified list of Lower Subordinates	
	Do Tank Inspectors	
	Do Office Hands	
	Register of thrown out hands	
	Register of applications for appointment	
	Recommendation roll of upper/subordinates	
	Distribution register of executive establishments by divisions.	
	Register of leave	
	Office order book	

Authority under which the Register is maintained.

Civil

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Register of papers received from the Dewan -

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Serial No.	Registers	Reference
32	Register of malnad service of officers and subordinates	
33	Personal Register	
34	Acquittance roll	
35	Register of Life Insurance premium and house building advance realized	
36	Contingent Register	
37	Stationery Register (receipts and issues)	
38	Register of documents kept in safe custody	
39	Register of accidents	
40	Register of Revenue realised and rebate allowed	
41	Register of water supplied to mining companies	
42	Appropriation Register	
43	Register of tanks for which Panchayets have been constituted	
44	Gauge registers of Cauvery Reservoir at Sivasamudram	
45	Do Hessarghatta Tank	
46	Do Bothamangala Tank	
47	Do Marikanve Reservoir	
48	Do Sri Rama Devaru Dam	
49	Do Chamaraj Anicut	
50	Diagrams of Cauvery Reservoir	
51	Do Hessarghatta Tank	
52	Do Bothamangala Tank	
53	Do Marikanve Reservoir	
54	Do Sri Rama Devaru Dam	
55	Do Chamaraj Anicut	
56	Register of analysis of water of—	
	i. Bangalore Chamarajendra Reservoir	
	ii. Bothamangala Tank, Kolar Gold Fields water works, and	
	iii. Vanivilas water works, Mysore	
57	Register of heavy rainfall in the State	
58	Register of Topo sheets and other maps	
59	List of travellers' bungalows	

8/9 This is not maintained in this office

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The following reports and returns are dealt with in the Public Works Secretariat.

Cap
Chapter III

Serial No.	Name of Report and return	By whom sent	For what Period	When due	On or under which Subrule	Remarks
1	Abstract of important references received ...		Daily			
2	List of Residency references pending disposal in the Public Works Secretariat		Weekly	At the end of every week	G.R.S. no 9596 of 17-5-04.	
3	Statement of cases pending disposal in the Public Works Secretariat		Fortnightly			
4	Statement showing number of references received, submitted and pending submission		Do			
5	List of sanctions		Monthly	15th of each month	Para 288 G.W. Code	(5)
6	Return of petitions received from the Private Secretary to His Highness		Do	10th of each month	G.R.S. no 89 of 24-9-02	
7	Return of Departmental Circulars and Orders	C. E. C.	Do	3rd of each month		
8	List of references received from the Residency showing their disposal and letters pending		Do	15th of each month	Deewan's memo of 28-6-96 & no 635 of 89 of 6-7-1895	
9	List of Public Works Secretariat references to the Residency remaining unanswered		Do	do	do	
10	List of unanswered references in the Public Works Secretariat		Do	10th of each month	G.R.S. no 89 of 15-5-03	
11	Return of Pension applications	Chief Engineer	Quarterly	1st of the month	G.O. no 84 of 24-8-05	
12	Do dismissed officials	do	Do	1st of the month	Resolution dated 25-11-03	
13	Do fresh men entertained and promotions given		Do	Two weeks after the close of each month	G.O. no 89 of 12/4/03 of 3/12/04	ordered to be discontinued vide G.O. no: 75 of 40 of 24-11-
14	Statement of distribution of Electrical power	Chief Secy	Do	immediately after the end of each quarter	732/C.P.S. of 27-12-13	
15	Statement of Revenue realized from the sale of electric power	Chief Secy	Do	1st of each quarter	527/C.P.S. of 17-9-1913	
16	Brief report showing the relation of power generated to quantity of water consumed	do	Do	1st of each quarter		
17	Return showing the maintenance of Irrigation works entrusted to the Public Works Department		Half-yearly		C.E.S. no 16 of 24-7-13.	
18	Confidential reports on work done by Engineer officers	P.W. Secy	Do	20th of January	G.O. no: 5256-93/G.M. 233-14 R 23 11-14.	
19	Confidential reports on work done by officers of Electrical Department		Do	15th of January	G.O. no: 803-50/Edn. 12-15-03 21-10-	
20	Return of scholarships sanctioned in the Department	Chief Secy	Do	1st of January		
21	Return showing corrections and changes in Topo maps		Annual	30th of October	G.O. no 16 of 555-77 of 1480-802 of 7-7-1895	
22	Finance accounts of the Public Works Department		Do	1st of January	P.W. Code	
23	Finance accounts of the Electrical Department	P.W. Secy	Do			
24	Budget estimates		Do	5th of March	74 N. 3816-60 of 1518 of 59-12-2	24
25	Do for the maintenance of protestant cemeteries and isolated graves in the State		Do	15th of April	Residing no 2344-3710/24-7-1890	25
26	Reappropriation statements		Do			
27	Application for ...		Do			

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The following reports and returns are dealt with in the Public Works Secretariat.

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Serial No.	Name of Report and return.	By whom sent?	For what Period	When due	Order under which submitted	Remarks.
1	Abstract of important references received ...		Daily			
2	List of Residency references pending disposal in the Public Works Secretariat ...		Weekly	At the end of every week	G.R. 52095967 of 17-5-04.	
3	Statement of cases pending disposal in the Public Works Secretariat ...		Fortnightly			
4	Statement showing number of references received, submitted and pending submission ...		Do			
5	List of sanctions ...		Monthly	15th of each month	Para 288 G.L.O. Code	(5)
6	Return of petitions received from the Private Secretary to His Highness ...		Do	10th of each month	G.R. 52095967 of 24-9-02	
7	Return of Departmental Circulars and Orders ...		Do	15th of each month		
8	List of references received from the Residency showing their disposal and letters pending ...		Do	15th of each month	Dewan's memo of 28-6-95 & 10-6-95	
9	List of Public Works Secretariat references to the Residency remaining unanswered ...		Do	do	8996-7-1895	
10	List of unanswered references in the Public Works Secretariat ...		Do	10th of each month	G.R. 52095967 of 15-5-03	
11	Return of Pension applications ...	Chief Engineer	Quarterly	10th of each month	G.R. 52095967 of 24-9-02	
12	Do dismissed officials ...	do	Do	10th of each month	G.R. 52095967 of 24-9-02	
13	Do fresh men entertained and promotions given ...	do	Do	10th of each month	G.R. 52095967 of 24-9-02	
14	Statement of distribution of Electrical power ...	Chief Secy.	Do	10th of each month	G.R. 52095967 of 24-9-02	
15	Statement of Revenue realized from the sale of electric power ...	Chief Secy.	Do	10th of each month	G.R. 52095967 of 24-9-02	
16	Brief report showing the relation of power generated to quantity of water consumed ...	do	Do	10th of each month	G.R. 52095967 of 24-9-02	
17	Return showing the maintenance of Irrigation works entrusted to the Public Works Department ...		Yearly		C.E.S. no 16 of 24-7-13.	
18	Confidential reports on work done by Engineer officers ...	P.W. Secy	Do	15th of January	G.O. no. 5256-93/G.M. 233-14 of 23-11-14.	
19	Confidential reports on work done by officers of Electrical Department ...		Do	15th of January	G.O. no. 8803-50/G.M. 12-15-10 of 21-10-10.	
20	Return of scholarships sanctioned in the Department ...	Chief Secy.	Do	15th of January		
21	Return showing corrections and changes in Topo maps ...		Annual		G.O. no. 15480-502 of 9-7-1895.	
22	Finance accounts of the Public Works Department ...		Do		G.O. no. 15480-502 of 9-7-1895.	
23	Finance accounts of the Electrical Department ...	P.W. Secy	Do		G.O. no. 15480-502 of 9-7-1895.	
24	Budget estimates ...		Do		G.O. no. 15480-502 of 9-7-1895.	
25	Do for the maintenance of protestant cemeteries and isolated graves in the State ...		Do		G.O. no. 15480-502 of 9-7-1895.	
26	Reappropriation statements ...		Do		G.O. no. 15480-502 of 9-7-1895.	
27	Application for reappropriation of Budget grants ...		Do		G.O. no. 15480-502 of 9-7-1895.	
28	Application for reappropriation of supplemental ...		Do		G.O. no. 15480-502 of 9-7-1895.	
29	Report on Syed Ibrahim's tomb at Cheenapatta ...		Do		G.O. no. 15480-502 of 9-7-1895.	
30	Return of famine relief programme ...		Do		G.O. no. 15480-502 of 9-7-1895.	
31	Return showing the results of test of lighting conductors ...		Do		G.O. no. 15480-502 of 9-7-1895.	
32	Return showing the list of telephone lines maintained ...		Do		G.O. no. 15480-502 of 9-7-1895.	
33	Dasara Speech ...		Do		G.O. no. 15480-502 of 9-7-1895.	
34	Report on Dasara subjects ...		Do		G.O. no. 15480-502 of 9-7-1895.	
35	Administration report on the working of the Department of Public Works ...		Do		G.O. no. 15480-502 of 9-7-1895.	
36	Administration report on the working of the Electrical Department ...		Do		G.O. no. 15480-502 of 9-7-1895.	
37	Return of Revenue and Expenditure on river bed channels ...		Do		G.O. no. 15480-502 of 9-7-1895.	
38	Capital and Revenue accounts of Irrigation and Building works, Public Works workshop and Marikanve Project ...		Do		G.O. no. 15480-502 of 9-7-1895.	
39	Confidential reports on behalf of Engineer officers of the Government of India ...	Chief Secy.	Do		G.O. no. 15480-502 of 9-7-1895.	
40	Confidential reports on officials drawing Rs. 70 and above ...	P.W. Secy	Do		G.O. no. 15480-502 of 9-7-1895.	
41	Return of superannuated officers ...	P.W. Secy	Do		G.O. no. 15480-502 of 9-7-1895.	
42	Do Europeans employed in the State ...	Chief Secy.	Do		G.O. no. 15480-502 of 9-7-1895.	
43	Index for stationery articles and forms ...		Do		G.O. no. 15480-502 of 9-7-1895.	
44	Budget estimates—Cauvery Power Scheme ...	P.W. Secy	Do		G.O. no. 15480-502 of 9-7-1895.	
45	Lumpsum estimates for interior Power and lighting ...	P.W. Secy	Do		G.O. no. 15480-502 of 9-7-1895.	

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The Superintendent

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The accompanying proof
is corrected and returned.

Two clean proofs may
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N. Mas. Laval

For Secy to Prof
Paul Sept

5/1/1917
msc

Recd 8/11/17

11-30 am

No. 146-2

GOVERNMENT OF H. H. THE MAHARAJA OF MYSORE.

General and Revenue Secretariat.

(E. A. G.)

Office Memorandum.

To

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The accompanying proof re the abstract of
 work in the Railway Sect is forwarded him. Com-
P. W. Sect
 plements to the Secretary for Railways for favour
Secretary P. W. S

Scrutiny and return early.

The information as regards the authority of
 use, which ~~for each of the~~ ^{several} ~~are maintained~~ ^{are maintained} ~~the~~ ^{the} ~~proposed~~ ^{proposed} ~~and~~ ^{and}
~~Registers~~ ^{Registers} ~~reports & returns~~ ^{reports & returns} may
 kindly be furnished.

B. O.

Nly

for Secretary

Genl Dept

146-3 88 72

Office of the Secretary to the Government
of Mysore for Railways,
Bangalore, 3rd November 1916.

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Please call for a serial proof
MEMO.

With reference to General and Revenue Secretariat Memo No. 146-3/E.A.G. dated the 20th October 1916, the proof of the abstract of work in the Railway Secretariat is returned herewith, with compliments, to the Secretary to Government, General Department, after -- necessary scrutiny.

Information as regards the authority, if any, under which the several registers are maintained and the reports and returns are prepared and submitted has been filled in in the column given for the purpose.

Chelliah Narasimhaiah
For Secretary for Railways,
Government of Mysore.
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PART II.

MAIN SUBJECT DEALT WITH IN THE RAILWAY
SECRETARIAT.

CHAPTER I.

DRAFTING SECTION.

Budget.
Dasara Report.
Administration Report.
Work of Railway Committee.
Periodical Returns.
Diary of Important Proceedings and Index.
Stationery and Furniture.
Register of Books.

*Capital
letter*

REGISTERING SECTION.

Maintenance of Registers.
Accounting for Service Stamps.
Issuing Reminders in Pending Cases.

COPYING SECTION.

Typing Work.
Custody of Cash.

RECORDS SECTION.

Custody and arrangement of Records.
Compilation and printing of important correspondence.
Railway Secretariat Establishment.
Contingencies.

DRAWING SECTION.

Custody and arrangements of maps and plans, etc.
Tracing work.

wd. 937

2

CHAPTER II.

Registers maintained in the Railway Secretariat.

Serial No.	Name of Register	Authority under which the Register is maintained
1	Attendance Register ...	Para 2 of the Railway Secretariat Office Manual.
2	"From" Register of papers received ...	" 11 "
3	"To" Register of papers issued ...	" 31 "
4	Tappal Book showing account of Service Stamps ...	" 32 "
5	Poon Book and letters for delivery by peon ...	" 33 "
6	Dewan's Register of papers submitted to Dewan	" 35 "
7	Unofficial Register ...	" 36 "
8	Register of files (general) ...	" 41 "
9	Do (old, prior to 1912) ...	
10	Do (open lines) ...	
11	Do (Establishment) ...	
12	Index to above, i.e., Register of files	" 41 "
13	Register of spare copies of Government Orders	
14	"Suspend" Register of cases to which replies are due ...	" 42 "
15	Register of plans ...	" 46 "
16	Index Register to the Register of plans ...	
17	Register of Standing Orders ...	" 51 "
18	Catalogue of Books ...	" 52 "
19	Office Imprest Book ...	" 53 "
20	Acquittance Roll of pay ...	" 54 "
21	Do travelling allowances ...	
22	Furniture Register ...	" 55 "
23	Stationery Register (Issue and Receipts) ...	" 56 "
24	Register showing Stationery articles issued at fixed intervals ...	
25	Register of Typewriters showing their number and condition ...	" 57 "

or

Capital letter

Cap-

disturbance of-

CHAPTER III.

The following Reports and Returns dealt with in the Railway Secretariat.

Serial No.	Name of Report or Return	By whom sent	For what period	When due	Orders under which submitted	Remarks
1	Abstract of important references received.	Railway Secretariat.	Daily.	On the day of receipt.		
2	Diary of Proceedings	"	Weekly.	9th, 16th, 24th and 30th of every month.		
3	List of cases pending in the office and with the Dewan.	"	Fortnightly.	1st and 16th of every month.	G. O. No. G. 3562-5 dated 14-11-13.	
4	Arrear list of Residency references...	"	Monthly.	10th do		
5	Index of Proceedings	"	"	do		
6	Narrative Progress Reports of lines under construction.	"	"	do		
7	List of sanctions	"	"	do		
8	Audited return of traffic on open lines.	"	"	Before the 20th of the month following to which the return relates.	Railway Board's No. 2021—R. G. dated 27-6-13.	
9	List of retired persons	"	Quarterly.	10th of Jan. and April, July and Oct. of each year.	G. O. No. P. and A. 846-85 dated 23-11-03.	
10	Do dismissed officials...	"	"	"	"	
11	Do supernumeraries	"	"	"	"	
12	Progress reports of lines under construction.	"	"	25th of each year.	Railway Board's No. 2021/R.G. dated 27-6-13.	
13	Statement of figures for inclusion in the Capital and Revenue Accounts of the lines worked by the Madras and Southern Mahratta Railway Co.	"	Half yearly.	May and Oct. of each year.	On receipt of requisition from the Railway.	
14	Capital and Revenue Accounts of open line.	"	"	1st Dec. and 1st June (manuscript).		
15	Auditor's Note on do	"	"	1st Jan. and 1st July (printed).		
16	Statement of weekly proportionate actual traffic earnings of open line	"	"	Within one month after the close of the accounts for each half year.	Railway Board's No. 2021/R.G. dated 27-6-13.	
17	Returns of accidents	"	Yearly.	Not later than 3 weeks after the close of the year.		
18	List of Europeans and Eurasians	"	"	15th Jan. of every year.	G. O. No. 4731-57—173 dated 16-4-96.	
19	Budget	"	"	5th March of every year.	G. O. No. FI. 568-617—G. F. 220-15-1, dated 24-7-16.	
20	Final reappropriation statement	"	"	April do	G. O. No. FI. 1565-614—G. F. 75-16-1, dated 12-9-16.	
21	Statement showing what lines of Telegraphs along Railways existing or proposed likely to be required during the following official year.	"	"	10th June do	Resdy. No. 7340 dated 28-12-06.	
22	Inferior pensionable servants as employed on 1st July.	"	"	1st July do	P. W. and Ry. Beh. Examiner's No. 485—E., dated 18-7-05.	
23	Report of work done by officials on Rs. 70 and above.	"	"	15th July do	G. O. No. G. 3137-76—G. M. 212-15-1, dated 6-9-15.	
24	Dasara Report	"	"	July or Aug. of every year (on receipt of registration from G.R.S.)		
25	Statement showing telegraph works included in the current year's budget but required during the following year and new works required during the following year.	"	"	1st Sep. do	Resdy. No. 7340, dated 28-12-06.	
26	Gradation List of officials	"	"	1st Sept. do	G. O. No. G. 1475-514—G. M. 130-13-1, dated 4-8-13.	
27	Administration Report	"	"	15th Oct. do	G. O. No. G. 684-739—G. R. 10-04-15, dated 4-8-05.	

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that

Or
 Due in Residency
 on 1st January,
 April,
 July, and
 October

3 Or Reside

Due in Residency on 31st January.

Due in Residency on 31st March

Due in Residency on 31st May.

Due in Residency on 1st September

requisition
 Due in Residency on 10th June

13

The accompanying proof is
corrected and forwarded to
the Superintendent Govt. Press
with a request that two more
clean proofs be sent early.

B.O.

V. G. Rummage
manager

For the G. R. S.
4.12.16.

Wm

67
Mrs. R. G. R.
Box 57/16

Head without left hand
6/11/16

Proof Letter
to Pass on
6.1.17.

GEN. & REV. o
3 JAN 1917

No. 2521
13112

146-2-8 AP

M.N.N.

VIII

3 JAN 1917

MYSORE P. W. DEPARTMENT.

CENTRAL OFFICE.

Bangalore, 20th December 1916.

From Rajasabhabhushana

KARPUR SHRINIVASRAO, Esq., B.Sc., L.C.E.,

Offg. Secretary to the Government of Mysore,

Public Works Department.

To

D.M.Narasinga Rao, Esq., B.A., B.L.,

Secretary to Government, General Department,

Bangalore.

Sir,

I have the honour to return herewith after scrutiny the proof of the abstract of work in the Public Works Secretariat received with your No. 146-2. E.A.G. dated the 20th October 1916.

2. The several registers are maintained in this office on the authority of the orders issued by the head of the office. The authority for the submission of reports and returns referred to has been noted against them.

I have the honour to be,

Sir,

Your most obedient servant,

For Secretary to Government,
Public Works Department.

S.S.

78

G B -2,000-7-15

191

MYSORE P. W. DEPARTMENT.

No.

From

To

Dated Bangalore,

191

Despatched

Enclosure No.

SUBJECT:

Government of His Highness the Maharaja
of Mysore.

Let Mrs Prof
BB 17/2/17
4:30

Prof Wbe sent
to Dept before
printing it

Classified Abstract of work ~~done~~

~~in the~~

Public Works Secretariat

Bangalore.

Printed at the Government Press

1917.

PROOF FOR APPROVAL

Laminated

7.2.17

small caps!

PART III.

CHAPTER I.

Main subjects dealt with in the Public Works Secretariat.

DRAWING SECTION.

Scrutiny of projects.
 Gauge Registers and diagrams.
 Topo sheets and Mysore Road Map.
 Designing and estimating.

BUDGET SECTION.

Budget Estimates.
 Works : correspondence relating to,
 Allotment of funds.

STATISTICAL AND MISCELLANEOUS SECTION.

Compilation of reports and statements.
 Water-supply, drainage and town planning.
 Petitions.
 Buildings, occupation and rents thereof.
 Other miscellaneous work, such as, inspection reports, land acquisitions, etc.

CORRESPONDENCE SECTION.

Typing, comparing and despatching work.

ESTABLISHMENT SECTION.

Officers and Establishment of the Department of Public Works.

RECORDS SECTION.

Maintenance of records.
 Despatching.
 Maintenance of "from" and "to" registers.

CASH, STORES AND MISCELLANEOUS SECTION.

Requisitions of Topo sheets and Road Maps.
 Indents from divisions.
 Annual indents.
 Salary and travelling allowance bills of office establishment.
 Contingent expenditure.
 Stores.
 Stationery.

CAUVERY POWER SCHEME SECTION.

Cauvery Power Scheme.
 Electrical Power Works in General.

CAUVERY RESERVOIR SECTION.

Papers of the Cauvery Reservoir Works.

CHAPTER II.

Registers maintained in the Public Works Secretariat.

Caps.

Serial No.	Name of Register	Authority under which the Register is maintained
	"From" Register of papers received	
	"To" Register of papers issued	
	D. O. register	
	Stamp account book	
	Tappal book	
	Delivery book	
	U. O. register	
	Register of papers submitted to Dewan	
	Register of notes submitted to Dewan	
	Issue register of files sent to branches	
	Branch register	
	Suspend register	
	Register of petitions addressed to His Highness	
	Petition register	
	Register of sanctions under Provincial Funds	
	(a) Roads and buildings, (b) irrigation	
	Register of sanctions under District, Palace, Municipal and other funds	
	Register for noting return of sanctions	
	Contractors' register	
	Register of debarred contractors	
	Detailed estimate register of Civil officers	
	Civil list of Engineer Officers and Upper Subordinates	
	Classified list of Lower Subordinates	
	Do Tank Inspectors	
	Do Office Hands	
	Register of thrown out hands	

Specification Register
Pass Register

Register of Specifications and Inventions.
Register of papers sent to the Government

Serial No.	Name of Register	Authority under which the Register is maintained
	Register of applications for appointment ...	
	Recommendation roll of upper and lower subordinates ...	
	Distribution register of executive establishment by divisions.	
	Register of leave ...	
	Office order book ...	
	Register of papers received from the Dewan ...	
	Register of malnad service of officers and subordinates ...	
l.c.	Personal Register ...	
	Acquittance roll ...	
	Register of Life Insurance premium and house building advance realized ...	
l.c.	Contingent Register ...	
l.c.	Stationery Register (receipts and issues) ...	
	Register of documents, kept in safe custody ...	
	Register of accidents ...	
	Register of water supplied to mining companies	
l.c.	Appropriation Register ...	
	Register of tanks for which Panchayets have been constituted ...	
	Gauge registers of Cauvery Reservoir at Sivasarudram ...	
	Do Hessarghatta Tank ...	
	Do Bethamangala Tank ...	
	Do Marikanve Reservoir ...	
	Do Sri Rama Devaru Dam ...	
	Do Chamaraj Angcut ...	
	Diagrams of Cauvery Reservoir ...	
	Do Hessarghatta Tank ...	
	Do Bethamangala Tank ...	
	Do Marikanve Reservoir ...	

of officers.

Serial No.	Name of Register	Authority under which the register is maintained
	Diagrams of Sri Rama Devaru Dam ...	
	Do Chamara ^j Ang ^u t ...	
	Register of analysis of water of—	
	i. Bangalore Chamara ^j endra Reservoir ...	
	ii. Beth ^u ngala Tank, Kolar Gold Fields water works, and ...	
	iii. Van ⁱ vilas water works, Mysore ...	
	Register of heavy rainfall in the State ...	
	Register of Topo sheets and other maps ...	
	List of travellers' bungalows ...	

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Cab.

CHAPTER III.

Reports and Returns dealt with in the Public Works Secretariat.

Serial No.	Name of Report or return	By whom sent	For what Period	When due	Orders under which submitted	Remarks
1	Abstract of important references received.	P.W. Secy	Daily ...			
2	List of Residency references pending disposal in the Public Works Secretariat.	- do -	Weekly ...	At the end of every week.	G. R. S. No. G. 5965-7, dated 17th May 1904.	
3	Statement of cases pending disposal in the Public Works Secretariat	- do -	Forthightly ...			
4	Statement showing number of references received, submitted and pending submission.	- do -	Do ...			
5	List of sanctions ...	..	Monthly ...	15th of each month ...	Para 288 P. W. Code.	
6	Return of petitions received from the Private Secretary to His Highness	..	Do ...	10th of do ...	G. R. S. memo, dated 24th September 1902.	
7	~~Return of power supply bills for mining companies~~	Chief Electrical Engineer.	Do ...	3rd week of every month.		
8	Return of Departmental Circulars and Orders.		Do ...	5th of the succeeding month.		

Secretary/

Chief Engineer/

P.W. Secretary/

Chief Engineer/

Bills for power supply to the mining companies on the Kolar Goldfields.

As they issue.

CHAPTER III—*contd.**Orders /*

Serial No.	Name of Report or return	By whom sent	For what Period	When due	~~Office~~ under which submitted	Remarks
9	List of references received from the Residency showing their disposal and letters pending.	<i>...</i>	Monthly ...	15th of each month ...	Dewans memo, dated 28th April 1895, and G. O. No. 635-S—Mis. 89, dated 6th July 1895.	<i>✓</i>
10	List of Public Works Secretariat references to the Residency remaining unanswered.	<i>...</i>	Do ...	Do ...	Do.	<i>✓</i>
11	List of unanswered references in the Public Works Secretariat.	<i>...</i>	Do ...	10th of each month ...	G. R. S. Memo, dated 15th May 1903.	<i>l.c. o</i>
12	Return of Pension applications ...	Chief Engineer.	Quarterly ...	10th of the month following each quarter.	G. O. No. P. & A. 846-95, dated 25th November 1903.	
13	Do dismissed officials ...	Do ...	Do ...	Two weeks after the close of each quarter. Ordered to be discontinued vide G. O. No. 7—B. A. C. 40, dated 24th November 1916.	G. O. No. G. 1214-521—G. F. 124 of 03-04, dated 2nd October 1907.	<i>September 7</i>
<i>l.c.</i> 14	Statement of distribution of Electrical power.	Chief Electrical Engineer.	Do ...	Immediately after the end of each quarter.	932—C. P. S., dated 27th December 1915.	
<i>l.c.</i> 15	Statement of Revenue realized from the sale of electric power.	Do ...	Do ...	2nd week of the quarter.	627—C. P. S., dated 17th September 1913.	

*P.W. Secretary /**✓**al /*

R. W. Secretary / Half-yearly /	16	Brief report showing the relation of power generated to quantity of water consumed.	Do	Quarterly			
	17	Return showing the maintenance of Irrigation works entrusted to the Public Works Department.		Yearly		C. E's. Cir. No. 16, dated 24th July 1913.	
	18	Confidential reports on work done by Engineer officers.	Public Works Secretary.	Do	20th January and July.	G. O. No. G. 5256-93—G. M. 233-14-1, dated 23rd November 1914.	
	19	Confidential reports on work done by officers of Electrical Department	- DW -	Do	15th January and July.	G. O. No. 6803-50—Edn. 12-15-10, dated 21st October 1915.	15/25/
	20	Return of scholarships sanctioned in the Department.	Chief Engineer.	Do			no. /
Chief Engineer /	21	Return showing corrections and changes in Topo maps		Annual	Soon after the termination of the year.	G. O. P. W. 655-77—1895, dated 9th July 1895.	3/
	22	Finance accounts of the Public Works Department.	Comptroller, Public Works	Do	15th November	P. W. Code.	
	23	Finance accounts of the Electrical Department.	Public Works Comptroller.	Do			
	24	Budget estimates	R. W. D.	Do	6th March	Fl. No. 3816-60—G. F. 12-2, dated 15th January 1913.	59-1
	25	Do for the maintenance of protestant cemeteries and isolated graves in the State.		Do	15th August	Residency No. 2344-3790, 24th July 1890.	

Middle of February /

87

CHAPTER III—concl'd.

Serial No.	Name of Report or return	By whom sent	For what Period	When due	Orders under which submitted	Remarks
26	Reappropriation statements ...		Annual ...			
27	Application for reappropriation of Budget grants.		Do ...			
28	Application for reappropriation of supplemental grants.		Do ...	No date fixed ...	Chief Engineer's Circular No. 16, dated 7th December 1909.	✓ 51
29	Report on Syed Ibrahim's tomb at Chennapatna.		Do ...	Soon after the close of the year.	G. O. No. 12599-100—G. F. 41-92, dated 20th January 1893.	12599-6001
30	Return of famine relief programme		Do ...	15th April ...	Mysore Famine Code.	61
31	Return showing the results of test of lightning conductors.		Do ...		C. E's. No. 2874-7, dated 25th May 1901.	
32	Return showing the list of telephone lines maintained grants.		Do ...		Residency No. 4255, dated 16th July 1910.	
33	Dasara Speech ...		Do ...		Date fixed annually	91
34	Report on Dasara subjects ...		Do ...		Do.	
35	Administration report on the working of the Department of Public Works.		Do ...	15th October ...	G. O. No. G. 694-723—G. R. 10-15, dated 4th August 1905.	
36	Administration report on the working of the Electrical Department	Chief Electrical Engineer.	Do ...	Do ...		

grants

97

37	Return of Revenue and Expenditure on river bed channels.		Annual		
38	Capital and Revenue accounts of Irrigation and Building works, Public Works Workshop and Marikanve Project.		Do	After the accounts are closed.	P. W. Code.
39	Confidential reports on behalf of Engineer officers of the Government of India.	Chief Engineer.	Do	1st week of January ...	G. R. S. No. G. 1927—G. M. 126-05-2, 18th October 1906.
40	Confidential reports on officials drawing Rs. 70 and above.	Public Works Secretary.	Do	15th July	G. O. No. G. 3197-76—G. M. 272-15-1, dated 6th September 1915.
41	Return of superannuated officers ...	Do	Do		Article 825, M. S. R. & G. O. No. G. 68-57—G. M. 258-06-14, dated 2nd July 1907.
42	Do Europeans employed in the State.	Chief Engineer.	Do	Soon after the close of the year.	G. O. G. 6796-836—G. M. 181-06-55, dated 23rd March 1907, and G. O. No. G. 2861-523—G. M. 171-09-2, 29th November 1909.
43	Indent for stationery articles and forms.		Do		
44	Budget estimates—Cauvery Power Scheme.	Chief Electrical Engineer.	Do		
45	Lumpsum estimates for Interior Power and lighting.	Do	Do		

To

The Press Office

The accompanying proof
is corrected and revised. Kindly
2 final clean proofs early.

My order

for Secretary
Hl. Dept.

10/3

Hend

Recd without acknowledgment
17-3-17

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+ 13/17

no 146 - 8. AG.
Encl. three.

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no 712

Memo

1. Clarified
abstract of
work -
(Encl. & Rev. Sect. H.)
2. do P.W. Sect. H.
3. do Ry Sect. H.

Pres

837.377

Let
Mrs Purvis
Rev. 17/3/17
W. 388

The proofs of the marginally
noted compilations are
forwarded to the Superintendent
of the Press with a request
that they may be caused to be printed.

The title page for each
has been attached to the
respective compilations.

A sample copy of each of
the publications may be kindly
sent in book form before they
are printed off.

It may have any
for Rev. & for
(Encl. & Rev. Sect. H.)

16/3/17.

pp 1-46

5th 91
PROOF FOR APPROVAL

R/S 29/13

Government of His Highness the Maharaja of Mysore.

CLASSIFIED ABSTRACT OF WORK

GENERAL AND REVENUE SECRETARIAT.



BANGALORE:
PRINTED AT THE GOVERNMENT PRESS.
1917

CLASSIFIED ABSTRACT OF WORK DONE
IN THE GENERAL AND REVENUE
SECRETARIAT.

—o—
CHAPTER I.

MAIN SUBJECTS DEALT WITH IN THE SEVERAL BRANCHES
OF THE GENERAL AND REVENUE SECRETARIAT.

BRANCH I—Revenue.

I. LAND REVENUE.

Establishment of the Revenue Department.
District and Taluk Treasuries.
Village Officers and Minor Village Establishment.
Appropriation and acquisition of lands.
Grant of lands on special conditions.
Large landed estates scheme.
Revenue appeals.
Land Revenue Code and Rules.
Cauvery Reservoir.—Cultivation under
Marikanve Reservoir.—Cultivation under
Tank Panchayet Scheme
Minor Tank Restoration Scheme.
District Marahamat Department.
Miscellaneous irrigation matters.
Village Improvement Scheme.
Potgi.
Inam questions.
Refunds and remissions.
Investigation of arrear claims
Accidental fires.

II. LAND SURVEY.

Establishment of the Survey Department.
 Re-survey and settlement.
 Frontier boundary disputes.
 Phut Pahani work.
 Maintenance and repair of boundary marks.

III. AGRICULTURE (MISCELLANEOUS).

Land Improvement and Takavi loans.
 Civil Veterinary Department.
 Famine.
 Agricultural Statistics.

IV. FOREST.

Establishment of the Forest Department.
 Development of forest resources.
 Kheddah operations.
 Forest tramways.
 Rights to sandalwood.
 Grant of timber at concession rates.
 Sale of timber, sandalwood and other forest products.
 Forest scholarships.
 Forest school.
 Licenses for shooting elephants.
 Working plans.
 Refunds and remissions.
 Kunbi Settlements.

BRANCH II—Financial.

I. GENERAL FINANCE AND BANKING.

Establishment of the Account Department.
 The State Huzur Treasury.
 Budget Estimates, Civil, P. W. D. and Railways.
 Audit and adjustment.
 Loans and Investments.
 Ways and Means Estimate.
 Advances (house-building and motor car.)

- Transactions with the State Bankers in England.
- Financial aspect of commercial and other schemes.
- Savings Banks.
- State Life Insurance.
- Provident Fund.
- Family Pension Fund.
- Financial Rules.

II. CIVIL ACCOUNTS.

III. SALARIES AND ALLOWANCES.

- Pensions, including political pensions.
- Gratuities
- Travelling allowances.

IV. SEPARATE REVENUE.

- Establishment of the Excise Department.
- Do Stamp Department.
- Sale of excise privileges.
- Inamdars' claim to excise revenue.
- Duty on spirits and other excisable articles.
- Arrack, Toddy, etc.
- Foreign liquors.
- Ganja and its cultivation.
- Import and export of drugs and liquors.
- Opium.
- Methylated spirits.
- Stamps.
- Refunds and remissions.

V. CENSUS.

VI. POST AND TELEGRAPHS.

BRANCH III—Legislative and Judicial.

I. LEGISLATION.

- Framing legislative measures and rules under legal enactments.

Periodical review of the working the following enactments:—
Mysore Mines Regulation.
Mysore Factories Regulation.
Mysore Merchandise Marks Regulation.
Legislative Council.
Legal opinion on cases referred to the Branch.

II. COURTS.

Establishment of the Judicial Department (Civil and Criminal Courts).
Rules of Practice.
Extradition and surrender of offenders.
Investiture of Magisterial powers.
Reduction of sentences.
Appeals against acquittals.
Village Courts.
Law officers.
Bench Magistrates.
Exemptions from appearance in Civil Courts.

III. PRISONS AND JAILS.

Establishment of the Prisons Department.
Release of prisoners.
Commitment of Criminal lunatics.
Jail Industries.

IV. REGISTRATION.

Establishment of the Registration Department.
Rules under the Registration Regulation.
Joint Stock and other Companies.

V. POLICE.

Establishment of the Police Department (General Police, Railway Police and Police Training School).
Prosecutions under the Infant Marriage Regulation.
Arms Regulation and rules thereunder.
Procession disputes involving a breach of the peace.
Accidents.
Licenses for export of arms.
Working of the Game Preserves Regulation.

BRANCH IV—Local Fund and Sanitary.

I. LOCAL BOARDS.

Establishment under Local Boards.
 Local Boards Regulation and rules thereunder.
 Local Boards—constitution of
 Kolar Gold Fields Sanitary Board.
 Rural Water-supply.
 Rural Sanitation.
 Local rates and cesses on markets, jattras and shows.
 Toll-gates.
 Cattle shows.
 Cattle Pounds.
 District Board Railways.

II. MUNICIPAL.

Establishment under Municipalities.
 Municipal Councils.—constitution of
 Municipal taxation and levy of fees.
 Water-supply to Municipal towns.
 Drainage schemes.
 Municipal accounts.
 Mysore City Improvement Trust Board.
 Bangalore City Improvement Committee.
 Public Health Measures in Municipalities.

III. MEDICAL.

Establishment of the Medical Department.
 Medical Institutions.
 Grants-in-aid.
 Medical scholarships.
 Medical Stores.
 Medical School.

IV. SANITARY.

Establishment of the Sanitary Department.
 Sanitary measures other than those mentioned in I and II
 supra.
 Malnad Improvement Scheme.
 Public Health Institute.

Sanitary school.
Vaccine Institute.
Vaccination.
Infectious diseases.

BRANCH V—General.

I. PRESS.

Establishment of the Government Press and Stationery.
Contract for stores, printing plant and materials.
Overtime allowances to Press officials.
Piece work system.
Printing School.
Stationery rules.
Supply of forms.
Purchase of Stationery.

II. MILITARY.

Establishment of the Military Department.
Imperial and Local Service Regiments.
Barr forces.
Imperial Service Transport Corps.
Amrut Mahal Department.
Kunigal Stud Farm.
Hessarghatta Grass Farm.
Military Funds.
Military Stores.
Government House, Mysore.

III. GEOLOGY.

Establishment of the Departments of Mines and Geology.
Geological Survey.
Leases and licenses for mining and prospecting.
Mining accidents.
Explosives.
Rules under the Mining and Explosives Regulations.
Mining Revenue.
Mining industries.

IV. GENERAL MISCELLANEOUS.

Political.
 Palace.
 Government Museum.
 Government Gardens.
 Hill Stations.
 Archæology.
 Ethnographic Survey.
 Government Gazette and Calendar.
 Government Publications.
 Government Proceedings.
 Monthly and Weekly Volumes of Government Proceedings
 State Administration Report.
 Civil List.
 History of Services of Gazetted Officers.
 Public Press and Newspapers.
 Advertisements.
 Registration of Books and Publications.
 Mysore Civil Service Rules.
 Mysore Civil Service Examination.
 Mysore Local Service Examination.
 Inventions and designs.
 Tents.
 Motor cars and establishment.
 Travellers' Bungalows (1st and 2nd class).
 Buildings under the control of the General Secretary.
 Representative Assembly.
 Arrangements for the festivities connected with Dasara and
 Birthday of His Highness the Maharaja.
 Tours of His Highness the Maharaja.
 Tours of the Dewan and Members of Government.
 Visit of important personages.
 Employment of Europeans in the State.
 Lent Officers.
 Rules relating to Cemeteries.
 Trigonometrical Survey Stations.
 Military manœuvres and camping grounds.
 Local defence scheme.
 Purchase of books.
 Establishment of the General and Revenue Secretariat.
 General and Revenue Secretariat Library.
 General and Revenue Secretariat cash and contingencies.

General and Revenue Secretariat Savings Association.
Clothing to menials.
All other matters not coming under any section.

BRANCH VI—Education and Agriculture.

I. EDUCATION.

Establishment of the Education Department.
The University.
Direction and Inspection.
Educational Institutions—(general Colleges, High Schools,
Anglo-Vernacular Schools and Vernacular Schools.)
Educational Institutions—(special Normal Schools, Industrial Schools, Schools for the Deaf mutes and the Blind,
and Sanskrit Schools).
Compulsory Primary Education.
Education of Backward Classes.
Students' Homes.
Grants-in-aid.
Educational buildings.
Text-book Committee.
Local Examinations—Lower Secondary, Teacher's Certificates, etc.
Educational Museum and Library.
Public Libraries.
Educational Endowments.
Educational Code and Rules.
Oriental Library, Mysore.
Government Central Book Depot.
Scholarships.

II. ECONOMIC CONFERENCE.

Establishment of the Economic Conference
Constitution and functions of the Conference and its three
Central Committees.
District, Taluk and Town Progress Committees.
Economic Journal.
General proposals of the Conference for development of
Education, Agriculture, Industries and Commerce.

III. INDUSTRIES AND COMMERCE.

Establishment of the Departments of Industries and Commerce and Co-operative Societies.
 Takavi loans for industrial purposes.
 Government and aided factories.
 Industrial Depot.
 Weights and measures.
 New industries.
 Co-operative Societies.
 Agricultural Banks.

IV. AGRICULTURE AND EXHIBITIONS.

Establishment of the Agricultural Department.
 Agricultural Schools.
 Agricultural Farms.
 Dairy Farms.
 Fruit cultivation.
 Agricultural loans.
 Agricultural implements and implement depot.
 Agricultural Museum.
 Sericulture.
 Exhibitions.
 Meteorology.

BRANCH VII - Muzrai.

Establishment of the Muzrai Department.
 Government and private Muzrai institutions including orphanages and *anathalayas*.
 Muzrai stipends, grants and allowances.
 Muzrai endowments.
 Temple jattras, imposition of taxes, levy of fees, etc.
 Appointment of Dharmadarsis, Peshkars, Nazims and Khazis.
 Construction and repairs of temples.
 Succession to Mathas.
 The Ayurvedic College, Mysore.
 Sanskrit Colleges at Mysore and Bangalore.
 Religious processions.
 Sectarian disputes.

Grant of rahadāris and insignia to Mathas.
Muzrai appeal petitions.
Muzrai suits.
Special santarpanes.
Special Institutions.

BRANCH VIII—Efficiency Audit.

Inspection of offices.
Enquiry into complaints.
Rules relating to recruitment.
Rules of office procedure.
Record Rules.
Inspection Rules,
Personal conduct of public servants.
Manuals and Standing Orders.
Newspaper intelligence.
Blue Book Journal.
Organisation and Development Scheme.

CHAPTER II.

REGISTERS MAINTAINED IN THE GENERAL
AND REVENUE SECRETARIAT.(a) *Registers common to all Branches,*

Sl. No.	Name of register	Authority under which the register is maintained
1	Diary—Register of letters received ...	Rule 91 of the G. R. S. Office
2	Issue Register—Register of letters issued	Rule 96 do Manual.
3	Miscellaneous Register ...	Rule 107 do do
4	The Unofficial Register—Register of cases received from or sent to other Departments unofficially.	Rule 102 do do
5	Press Book—	
6	Spare Copy Register—	
7	Register of reports and returns received in the Branch.	Rule 308 do do
8	Register of Petitions received from the Private Secretary to His Highness.	
9	Peon Book—Register of covers delivered by messenger.	Rule 113 of the G. R. S. Office Manual.
10	Issue Book ...	Rule 114 do do
11	Branch Library Register ...	
12	Diary of work done by officials from day to day.	Rule 310 of the G. R. S. Office Manual, Rule 2 of Manual of Essentials for Secretariats.
13	Register of subjects brought up at the Representative Assembly.	
14	Register of Requisitions from the Dewan	
15	Register of officers on long leave ...	
16	Register of Tour Notes of Dewan and Members of Government.	
17	File Register—	Rule 78 of the G. R. S. Office Manual.
18	List of file headings with Index ...	Rule 89 of the G. R. S. Office Manual.
19	Register of files recorded and sent to Records.	
20	Suspend Register ...	Rule 234 do do
21	Register of important and urgent cases under consideration.	

(b) *Special Registers maintained in particular Branches.*

Sl. No.	Name of register	Branch responsible	Authority under which the register is maintained
1	Register of appeal cases and decisions.	Branch I ...	
2	Register of orders communicated through the Financial Branch to the Comptroller.	Branch II ...	
3	Bill Register ...	Branch III...	
4	Register of travelling allowances to members of the Legislative Council.	" ...	
5	Journal of Legislative Council proceedings.	" ...	
6	Legislative Library Register ...	" ...	
7	Register of Enactments ...	" ...	
8	Legislative Council "From," Register.	" ...	
9	Legislative Council "To" Register	" ...	
10	Register of Law Journals and Gazettes.	" ...	
11	Register of applications for Munsiff's appointment.	" ...	
12	Power Register ...	" ...	
13	Register of Travelling Allowance Bills of Police Officers.	" ...	
14	Register of Contingent Bills of the Press Office.	Branch V ...	
15	Cash Book—Ledger of daily receipts and expenditure.	" ...	Rule 348 of the G. R. S. Office Manual.
16	General Ledger—A classified abstract of monthly totals of cash book.	" ...	Rule 349 of the G. R. S. Office Manual.
17	Detailed Ledgers ...	" ...	
18	Acquittance Roll—Register of disbursement of pay and allowances	" ...	Rule 357 of the G. R. S. Office Manual.
19	Contingent Register—Ledger of daily expenditure against advances drawn for Contingencies	" ...	Rules 350-4 of the G. R. S. Office Manual.
20	Furniture Register ...	" ...	Rule 368 of the G. R. S. Office Manual.
21	Register of leave of clerks ...	" ...	Rule 346 para (3) of the G. R. S. Office Manual.
22	Register of leave of menial servants	" ...	Do
23	Clothing Register ...	" ...	

Sl. No.	Name of register	Branch responsible	Authority under which the register is maintained
24	Savings Association Accounts ...	Branch V ...	
25	Stationery Register (Receipts and Issue).	" ...	Rules 370-3 of the G. R. S. Office Manual.
26	Register of books purchased ...	" ...	
27	Register of undisbursed pay and allowances.	" ...	
28	Register of applications for appointment in the G. R. S.	" ...	
29	Abstract Register of late attendance of officials and menials.	" ...	Rule 29 of the G. R. S. Office Manual.
30	Site Value Recovery Register ...	" ...	
31	House-building advance Recovery Register.	" ...	
32	Insurance Register ...	" ...	
33	Register of Muzrai appeals ...	Branch VII	
34	Register of estimates of repairs to Muzrai institutions sanctioned by Deputy Commissioners up to a limit of Rs. 50.	" ...	
35	Dewan's Interview Petition Register (General).	Branch VIII	Rule 28 of the E. A. Manual.
36	Dewan's Interview Petition Register of Branches (8).	" ...	Rule 28 para (6), E. A. Manual.
37	Register of complaint cases ...	" ...	Rule 26 para (6), E. A. Manual.
38	Newspaper Register ...	" ...	
39	Residency "From" Register ...	General Despatch Section	Rule 115 of the G. R. S. Office Manual.
40	Residency "To" Register ...	" ...	Do
41	The Dak or Post Book ...	" ...	Do
42	Register of fortnightly list of cases disposed of.	" ...	
43	Register of tappals sent to Branches	" ...	
44	Register of petitions sent to Branches.	" ...	
45	Diary of current files ...	General Records.	
46	Diary of old files ...	" ...	
47	Journal of Council Meetings ...	Council Section.	
48	Journal of cases disposed of by circulation.	" ...	

CHAPTER III.

Reports and Returns of Office Business compiled in the General and Revenue Secretariat.

Sl. No.	Name of report or return	By whom sent	For what period	When due	— Orders under which prepared	Remarks
1	Attendance Roll	Branches ...	Daily ...		Rules 27-30 of the G. R. S. Office Manual Rule 5 of Manual of Essentials for Secretariats.	
2	Abstract of cases disposed of ...	Do ...	Weekly ...		Rules 298 and 300 of the G. R. S. Office Manual.	
3	Suspend list A. List of unanswered references from the Departments.	Do ...	Fortnightly	5th and 20th of every month,	Rules 301 to 307 of G. R. S. Office Manual and Rule 33 of Manual of Essentials for Secretariats,	
4	Suspend list B. List of other Suspend cases not included in arrear lists.	Do ...	Monthly ...	7th of every month		
5	List of Periodical Reports and Returns.	Do ...	Do ...	15th of every month,	Rules 298 and 308 of the G. R. S. Office Manual and Para 5 of Appendix I B of Manual of Essentials for Secretariats.	
6	Recorders report of progress in recording and printing proceedings.	Do ...	Do ...		Rule 298 (v) of the G. R. S. Office Manual.	
7	Arrear lists of cases remaining undisposed.	Branches ...	Monthly ...		Rules 298 (vi) and 309-10 of G. R. S. Office Manual, and Rule 33 of Manual of Essentials for Secretariats,	
8	Return showing the disposal of petitions received from the Private Secretary to His Highness.		Do ...		Rule 309 of the G. R. S. Office Manual.	

9	Schedule of the G. R. S. Establishment.	Branch VI ...	Annual ...	30th September.	
10	Gradation List of Clerks and Menials in G. R. S.	Branch V ...	Half-yearly		Rule 22 of the G. R. S. Office Manual
11	Return of appointments and promotions in G. R. S.	Do ...	Quarterly ...	Soon after the close of the quarter.	As per His Highness' Orders ...
12	Supplement to Library Catalogue, G. R. S.	Librarian ...	Do ...	Do ...	Rule 331 of the G. R. S. Office Manual.
13	Report on the working of the Secretariat.	Registrar ...	Half-yearly	Soon after the close of the Half-year.	
14	Return showing the disposal of Administration Reports.	Branch V ...	Annual ...		As per Dewan's Orders ...
15	Abstract of important references received.	Gl, Des. Secn.	Daily ...		
16	Abstract of Newspaper intelligence to be submitted to Dewan.	Branch VIII	Daily ...		Do
17	Abstract of Disposal of Dewan's Interview Petitions.	Do ...	Monthly ...	10th of every month.	Para 9, Rule 23 of E. A. Manual ...
18	Report of work done in E. A. Branch	Do ...	Do ...	Do ...	Rule 43 of E. A. Manual ...
19	Abstract of E. A. Register of irregularities.	Do ...	Do ...	Do ...	Para 8, Rule 27 of E. A. Manual ...
20	Statement of delay in the submission of reports and returns to Residency, etc.	Do ...	Once in two months.	15th of every alternate month.	Rule 40 of E. A. Manual ...

CHAPTER III—*concl.*

Sl. No	Name of report or return	By whom sent	For what period	When due	Orders under which prepared	Remarks
21	Statement of officers stationed at one place for more than three years.	Branch VIII	Quarterly ...	Soon after the issue of Civil List.	Rule 44 of E. A. Manual ...	
22	Report on the working of the Efficiency Audit Branch.	Do. ...	Annual ...		Rule 45 of E. A. Manual ...	
23	General Administration Report of the State.	Branch V ...	Annual ...			Due in Residency on 15th Dec. (mans.) and 31st December (final).

CHAPTER IV.

Periodical Reports and Returns received from subordinate offices and dealt with in the General and Revenue Secretariat.

1. *Due from all or nearly all Departments.*

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
1	Budget estimates ...	Heads of Departments.	Annual ...			
2	Schedule of Establishment ...	Heads of Departments.	Do ...	1st September	No. G. 1475-514—G. M. 139-13-1, dated 18th August 1913 and G. 5495-535—G. M. 113-14, dated 21st January 1914.	
3	Confidential Report on the work of Gazetted Officers.	Heads of Departments & Deputy Commissioners.	Half-yearly	1st August ... 1st February	No. G. 5256-93—G. M. 233 14-1, dated 23rd November 1914 and G. O. No. G. 10946-55—G. M. 233-14-3, dated 9th April 1915.	
4	Confidential Report regarding officials drawing Rs. 70 and above.	Heads of Departments & Deputy Commissioners.	Annual ...	Not later than 15th July.	G. O. No. G. 3137-76—G. M. 212-15-1, dated 6th September 1915.	
5	Return of officials drawing a pay of Rs. 70 and upwards ...	Heads of Departments.	Half-yearly	7th January & 7th July.	G. O. No. F1. 5498-589—S. R. 186-05-8, dated 28th April 1908.	
6	Return of exemptions granted under clerkship rules.	Heads of Departments & Deputy Commissioners.	Do ...	31st January 30th April 31st July 31st October.	G. O. No. 75—E. A. G. 40, dated 24th November 1915.	

CHAPTER IV—*contd.*
Due from all or nearly all Departments.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
7	Return of retired officials ...	Heads of Departments & Deputy Commissioners.	Half-yearly	15th January 15th April 15th July 15th October.	G. O. No. P. and A. 846-95, dated 25th November 1903.	
8	List of dismissed officials ...	Do ...	Do ...	Do ...	G. O. No. G. 1214-52—G. F. 124 of 1903-4, dated 2nd September 1904.	
9	List of officers who have entered service on special conditions.	Heads of Departments.			G. O. No. O. M. 15883-922—G. M. 523-15-2, dated 20th May 1916.	
10	List of superannuated officers ...	Do ...	Annual ...	1st December	G. O. No. G. 18-57—G. M. 258-06-14, dated 2nd July 1907.	
11	List of Europeans in the service of the State.	Heads of Departments & Deputy Commissioners.	*Annual ...	7th January...	G. O. No. 5796-836—G. M. 181-06-55, dated 23rd March 1909.	Due in Residency on 31st January * Calendar year.
12	Report on the death of European Officers not members of the I. C. S. and Pensioners in the State.	Do ...	Monthly ...	7th of every succeeding month.	G. O. No. G. 1201-50—G. M. 77-30-7, dated 25th August 1910.	Due in Residency on same dates.
13	List of appointments of members of backward communities.	Heads of Departments & Deputy Commissioners.	Annual ...	At the end of every calen-year.	G. O. No. 79—E. A. G., dated 20th December 1916.	

14	Inspection Reports	Heads of Offices.	Annual		G. O. No. 10870-10918—E. A. 43-14-1, dated 10th April 1915.
15	List of petitions under the rules for the disposal of petitions.	Officers receiving more than 50 petitions a year.	Quarterly		Para 24 of G. O. No. 8721-70—E. A. 33-14-1, dated 11th February 1915.
16	Statistics of business	Heads of Departments & Deputy Commissioners.	Do	31st July and 31st January.	G. O. No. 683-726—E. A. 8-15-1, dated 28th October 1915 and G. O. No. 727-734—E. A. 8-15-2, dated 28th October 1915.
17	Four statements of Heads of Departments.	Heads of Departments.	Monthly		G. O. No. 143—E. A. G., dated 24th August 1915.
18	List of unanswered references	Heads of Departments.	Monthly	15th of the succeeding month.	Rules 15 and 16 of the General Rules of Office Procedure. <i>Vide</i> G. O. No. 5203-51—E. A. 4-14, dated 23rd November 1914.
19	List of Departmental Circulars	Do	Do	5th of the succeeding month	G. O. No. 7405-45—Edn. 422-07-9, dated 6th February 1909.
20	Demand, Collection and Balance Statements in respect of supplies made on credit.	Heads of Departments (except P. W. & Geological Departments).	Half-yearly	1st February and 1st August.	G. O. No. 5438-78—Sany. 54-10-56, dated 9th March 1912.
21	List of articles of furniture and books of each office.	Head of Departments.	Annual	Soon after close of the official year.	

CHAPTER IV—contd.

2. Due from particular Departments only.

Revenue Branch.

Serial No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
1	List of candidates eligible for Amildari and Deputy Amildari.	Certain Heads of Departments.	Annual ...	31st May ...	G. O. No. R. 2565-2612—L. R. 35-14-43, dated 2nd September 1916.	
2	Report on men eligible for appointments on Rs. 50 and above in the Revenue Department.	Revenue Commissioner.	Half-yearly		G. O. No. R. 6701-10—L. R. 173-14-1, dated 3rd February 1915.	
3	Statement of appointments made by Revenue Commissioner.	Revenue Commissioner.	Half-yearly	1st February & 1st August.	G. O. No. R. 3105-44—L. R. 212-06-1, dated 11th September 1906.	
4	Statement of horses and saddlery ...	Revenue Commissioner.	Do ...	31st January & 31st July.	Notification No. R. 4524, dated 10th June 1903.	
5	Demand, Collection and Balance statement of Land Revenue.	Revenue Commissioner.	Monthly ...	31st of the succeeding month	No. R. 5042-80—L. R. 199-06-2, dated 15th November 1906.	
6	Progress report in Inam Village Accounts.	Revenue Commissioner.	Monthly ...		No. R. 5042-80—L. R. 199-06-2, dated 15th November 1906.	
6a	Review of Inam Villages under Government management.	Do ...	Annual ...	15th September.		
7	Return of alienations sanctioned by Revenue Commissioner.	Do ...	Half-yearly	15th February and 15th Aug.		
8	Return of refunds sanctioned by Revenue Commissioner.	Do ...	Do ...	Do ...	G. O. No. R. 3105-44—L. R. 212-06-1, dated 11th September 1906.	

9	Return of remissions of irrecoverable arrears sanctioned by Revenue Commissioner.	Do ...	Do ...	Do ...	G. O. No. R. 3105-44—L. R. 212-06-1, dated 11th September 1936.
10	Progress reports of Tank Panchayats	Do ...	Half-yearly	20th July 20th January	G. O. No. R. 8023-31—L. R. 188-14-51, dated 18th March 1915.
11	Progress reports on the restoration of Minor Tanks.	Do ...	Do ...		G. O. No. R. 2440-37—R. 408-14-1, dated 11th December 1914.
12	Report on the working of the Minor Tank Restoration Scheme.	Do ...	Annual ...	1st July ...	G. O. No. R. 5042-59—L. R. 408-14-10, dated 29th August 1916.
13	Progress report of Village Committees	Do ...	Quarterly ...	End of the month following quarter.	G. O. No. R. 6911-19—L. R. 10-11-93, dated 10th February 1916.
14	Itineration report of Deputy Commissioners.	Revenue Commissioner.	Quarterly ..	20th January 20th April 20th July 20th October	
15	Administration report of the Revenue Department.	Revenue Commissioner.	Annual ...	1st October	
16	Administration report of the Civil Veterinary Department.	Revenue Commissioner.	Annual ...	15th September	
17	Inspection report of the Inam Superintendent's office.	Inam Superintendent.	Do ...	Within a month of the completion of inspection.	G. O. No. 945—E. A. 43-14-45, dated 1st December 1916.
40a	Report on Inam Settlements ...	Superintendent of Inam Settlements.	Do ...	1st September	

CHAPTER IV—*contd.*

Revenue Branch.

Serial No.	Name of report or return	By whom sent	For what period	When due	Order under which submitted	Remarks
18	Season and crop report ...	Revenue Commissioner.	Annual ...	End of December.	G. O. No. R. 246-63—Agri. 3-16-3, dated 6th July 1916.	
19	Retail prices statement ...	Revenue Commissioner.	Fortnightly	7th and 22nd of every month.	G. O. No. R. 4115-24—R. M. 712-04-21, dated 25th October 1906.	Due in Residency on same date.
20	Whole-sale prices statement ...	Do ...	Do ...	Do ...		
21	Report of Emigration and Immigration.	Deputy Commissioners.	Do ...	Do ...		
22	Statement of wages ...	Revenue Commissioner.	Half-yearly	6th January & 6th July.	G. O. No. 6152-9—R. 2010, dated 10th January 1898.	Due in Residency on 7th January & 7th July.
23	Rainfall statement in the catchment areas of rivers.	Deputy Commissioners of Districts.	Monthly ...	15th of the succeeding month	G. O. No. R. 1280-9—Agri. 14-15-148, dated 29th July 1916.	Due in Residency on the 20th.
24	Rainfall Registration report ...	Meteorological Reporter.	Annual ...	31st January...		
25	Cotton forecasts ...	Revenue Commissioner.	Quarterly ...	25th of the month following.	G. O. No. R. 927-35—Agri. 70-14-15, dated 21st July 1905 and G. O. No. R. 3543-51—Agri. 43-05-4, dated 16th September 1905. G. O. No. R. 6018-58—Agri. 1-15-5, dated 21st December 1915.	Due in Residency on 1st Feb. 1st April, 1st June, 1st Aug. 1st Oct. & 1st Dec.

26	Wheat forecasts ...	Revenue Commissioner.	Quarterly ...	10th February 10th May ... 10th August & 10th Nov.	G. O. No. R. 9740-1—Agri. 93-06-5 dated 4th May 1907.	Due in Resi- dency on 20th Feb. 20th May, 20th Aug. and 20th Nov.
27	Final forecasts of ragi and paddy ...	Do ...	Annual ...	5th March ...	G. O. No. R. 7825-33—Agri. 125-08-5, dated 31st March 1909.	Due in Resi- dency after re- ceipt.
28	Do sugar-cane ...	Do ...	...	5th May ...	G. O. No. R. 5059-57—Agri. 8-12-3, dated 18th March 1913.	
29	Tables of Agricultural Statistics. ...	Revenue Commissioner.	Annual ...	15th October...	G. O. No. R. 9258-66—Agri. 74-12-4, dated 11th December 1912 and G. O. No. R. 4475-95—Agri. 28-15-2, dated 4th November 1914.	Due in Resi- dency on 1st Nov. 1912.
30	Return of cotton goods ...	Deputy Commissioner, Bangalore.	Monthly ...	10th of every succeeding month	G. O. No. R. 157-65—R. M. 9-05-44, dated 6th July 1906. G. O. No. R. 1768-76—R. M. 9-06-7, dated 9th September 1906.	Due in Resi- dency on the 20th.
31	Programme of Inspection of rain- gauges.	Deputy Commissioners	Annual ...	31st January...	G. O. No. R. 6001-11—Mis. 161-25-2, dated 18th November 1905.	
32	Report on the Inspection of rain gauges.	Do ...	Do ...	Do ...		
33	Statement of cattle mortality ...	Do ...	Do ...	15th February 15th May 15th August & 15th November		
34	Do ...	Do ...	Annual ...	15th September		
35	Statement of woollen mills ...	Deputy Commissioners.	Do ...	1st March ...	G. O. No. R. 9727-35—Agri. 80-14-2, dated 7th May 1915.	Due in Resi- dency on 1st April.

CHAPTER IV—*contd.*
Revenue Branch.

Serial No.	Name of report or return	By whom sent	For what period	When due	Order under which submitted	Remarks
36	Statement of cotton mills ...	Deputy Commissioners.	Annual ...	1st May ...	G. O. No. R. 1768-76—R. M. 9-06-7, dated 9th August 1906.	Due in Residency on 1st June.
37	Work done by officers in the Survey Department.	Survey Superintendent.	Quarterly ...		R. 7515-24—L. S. 7-14-3, dated 26th February 1915.	
38	Report on Survey operations ...	Superintendent, Revenue Survey.	Annual ...	1st March ...		
39	Report on the condition of Boundary marks.	Do ...	Do ...	Soon after the end of the official year.		
40	Demand, Collection and Balance statement of Forest Revenue.	Conservator...	Quarterly ...	20th of the month following the quarter.	No. R. 4802-12—Ft. 179-14-4, dated 15th November 1915.	24
41	Progress reports in the constitution of village forests.	Revenue Commissioner.	Do ...	20th January & July.	G. O. No. R. 8032-11—Ft. 127-14-2, dated 18th March 1915.	
42	Progress report of Forest Settlement operation.	Conservator...	Monthly ...	Last day of the succeeding month.	G. O. No. R. 291-8—2420-7, dated 7th November 1902.	
43	Report on the working of the Kunibi Settlements.	Conservator...	Annual ...	31st July 1916.	G. O. R. 3244-7—Ft. 129-10-12, dated 11th December 1912.	
44	Journal of Game Preserves Officer ...	Conservator of Forests.	Monthly ...	10th of succeeding month.	G. O. 1757-68—Ft. F. 29-95, dated 12th January 1904.	
45	Administration report of the Forest Department.	Conservator of Forests.	Annual ...	1st October ...	...	

46	Report on the sale of sandalwood ...	Do ...	Do ...	Soon after sales in Nov. and Dec.		
47	Statement showing disposal of proceedings on Section 73 of the Forest Regulation re damage to sandal wood.	Revenue Commissioner.	Quarterly ...	31st January... 30th April 31st July 31st October		

CHAPTER IV—*contd.**Financial Branch.*

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
1	State Budget Estimates ...	Comptroller...	Annual ...	5th March ...	G. O. No. Fl. 3396-444—G. F. 107-16-1, dated 19th December 1916.	
2	Ways and Means Estimate ...	Do ...	Do ...	5th March ...	Do	
3	Finance and Revenue Accounts ...	Do ...	Do ...	15th April ...	G. O. No. Fl. 7804—G. F. 46-04, dated 17th April 1905.	
4	Report on resource operations ...	Do ...	Do ...	1st January ...	G. O. No. 1150-1192—18 of 1901-02, dated 7th February 1903.	
5	List of Audit Objections ...	Do ...	Annual ...	31st December	G. O. No. 1150-1192—18 of 1901-02, dated 7th February 1903.	
6	Review of balances ...	Do ...	Do ...	Do ...	Do	
7	Statement of Loans and Advances ...	Do ...	Do ...	Do ...	...	
8	Report on Savings Banks ...	Do ...	Do ...	Do ...	G. O. No. Fl. 196-22 6—G. F. 1-05-2, dated 15th September 1905.	
9	Appropriation Report ...	Do ...	Do ...	15th May ...	G. O. No. 1150-1192—18 of 1901-02, dated 7th February 1903.	
10	Report on the working of the State Life Insurance.	Secretary, Life Insurance Committee.	Do ...	30th November		
11	Inspection Report of the office of Secretary, Life Insurance Committee.	Do ...	Do ...	Soon after account audit.	G. O. No. 944—E. A. 43-14-14, dated 1st December 1916.	

12	Resource Estimate	Do ...	Monthly ...	15th of the succeeding month.	G. O. No. 1150-1192-18 of 1901-02, dated 7th February 1903.
13	Revenue Statistics	Comptroller ...	Do ...	After compilation of accounts	G. O. No. 1150-1192-18 of 1901-02, dated 7th February 1903.
14	Statement of affairs in the Mysore Bank.	Do ...	Weekly ...		D. O. letter Fl. 2575-B. 19-13-19, dated 17th December 1913.
15	Return of Dewan's Deposit Accounts in the Madras Bank.	Comptroller ...	Weekly ...		Part I of G. O. No. Fl. 602-G. F. 204-10-6, dated 7th August 1911.
16	Do	Comptroller ...	Monthly ...	20th of the succeeding month.	Part II of G. O. No. Fl. 602-G. F. 204-10-6, dated 7th August 1911.
17	Inspection Report of the State Huzur Treasury.	Comptroller ...	Monthly ...	8th of the succeeding month.	
18	Cash Balance Report of Treasuries in Mysore.	Do ...	Do ...	20th of the succeeding month.	G. O. No. 1150-1192-18 of 1901-02, dated 7th February 1903.
19	Statement of Royalty account with Messrs. Coutts & Co., London.	Do ...	Do ...	10th of the succeeding month.	Part III of G. O. No. Fl. 602-G. F. 204-10-6, dated 7th August 1911.
20	General statements of Civil Accounts	Do ...	Do ...	25th of the succeeding month.	G. O. No. 1150-1192-18 of 1901-02, dated 7th February 1903.
21	Personal Estate Accounts of the Palace Special Fund of His Highness the Maharaja, the Yuvaraja and the Maharaj Kumaries.	Comptroller ...	Monthly ...	After receipt and compilation of accounts.	

CHAPTER IV—contd

Financial Branch.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
22	Demand, Collection and Balance statement of Abkari Revenue.	Excise Commissioner.	Monthly ...	20th of the 2nd month after that to which they relate.	G. O. No. 451-60-7, dated 25th April 1890.	Due in the Residency on 10th January. Due to Residency.
23	Statement of Breweries in operation in the State.	Do ...	Annual ...	5th January...	G. O. No. 451-60-7, dated 23rd April 1890.	
24	Bill of cost of the Distillery establishment debitable to Civil and Military Station.	Do ...	Do ...	1st May ...		
25	Statement of Remissions and Refunds sanctioned by the Excise Commissioner.	Do ...	Quarterly ...	Due in the month following the quarter.	No. Fl. 3109-18—S. R. 227-09-6, dated 4th January 1910.	
26	Report on the Administration of the Excise Revenue in the State.	Do ...	Annual ...	15th October	G. O. No. G. 684-723—G. R. 10-15-6, dated 4th August 1905.	Due in the Residency before 20th.
27	Statement of Stamps supplied to the Resident's Treasury.	Comptroller...	Monthly ...	15th of the succeeding month.		
28	Report on the Administration of the Stamp Department.	Stamp Commissioner.	Annual ...	1st October ...	G. O. Fl. 9083-125—S. R. 140-06-12, dated 8th June 1907.	

CHAPTER IV—contd.
Judicial and Legislative Branch.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks.
1	Report on the condition of Tonga Ponies.	District Magistrates.	Half-yearly	31st January and 31st July.	J. 3114-23—Legis. 43-11-6, dated 18th April 1913.	Due in Residency on 30th June.
2	Return of rules and regulations relating to the protection of industrial property.	Do ...	Annual ...	...		
3	Report on the working of the Merchandise Marks Regulation.	District Magistrates.	Do ...	1st September	G. O. No. J. 2302-9—Legis. 12-15-9, dated 15th December 1915.	
4	Report on the working of the Mysore Mines Regulation.	District Magistrate, Kolar, thro' I. G. of Police.	Do ...	15th August ...	J. 2557—Legis. 5-05-10, dated 28th July 1906.	
5	Report on the working of the Mysore Factories Regulation.	District Magistrates.	Do ...	10th April ...		
6	Return of offences against the King's coinage.	Registrar, Chief Court.	Do ...	10th February		
7	Do trial of criminal cases by Magistrates outside their Headquarters.	District Magistrates through the Chief Court.	Quarterly ...	Before the close of the month following the quarter.	G. O. No. 289-300—Cts. 332-14-2, dated 24th July 1915.	
8	Return of trial of Americans or non-British Europeans.	Special Magistrate, K. G. F.		Soon after the framing of charge and on the termination of trial.	G. O. No. J. 2018-27, dated 22nd January 1906, amended by No. J. 2426-37—Cts. 200-05-17, dated 9th March 1936 G. O. No. J. 2917-25—Cts. 215-06-2, dated 21st March 1907, and G. O. No. J. 750-2 Cts. 259-14-6, dated 11th August 1916.	

CHAPTER IV—*contd.*
Judicial and Legislative Branch.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
9	Report on the Administration of Civil Justice in Mysore.	Registrar, Chief Court of Mysore.	Annual ...	1st October ...		
10	Report on the Administration of Criminal Justice.	Do ...	Do ...	Do ...		
11	Return of persons surrendered under the Indian Extradition Act to the Courts in the Mysore State.	District Magistrates, Chief Commandant, M. S. T.	Half-yearly	10th January and 10th July.		Due in Residency on 10th Feb. and 10th Aug.
12	Statement of persons surrendered for trial outside the State.	Do ...	Do ...	15th Feb. and 15th Aug.	G. O. No. J. 2578—Cts. 117-08-18, dated 9th March 1909.	
13	Do crimes relating to counterfeit coins.	I. G. of Police.	Annual ...	15th February		Due in Residency on 1st March
14	Do prosecutions under Infant Marriage Regulation.	Do ...	Do ...	31st July ...	G. O. No. 2491—Pol. 109-15 3, dated 22nd December 1915.	
15	Report on the working of Games Preserve Regulation.	Do ..	Do ...	1st March ..		
16	Statement rewards to Police Officers	I.-G. of Police	Quarterly ...	5th January, 5th April, 5th July and 5th October.		
17	Bill of cost of Police Force employed on Railways.	Comptroller ...	Quarterly ...	20th February, 20th May, 20th August and 20th November.		

18	Report on the working of the Arms Regulation and Rules thereunder.	I.-G. of Police	Annual ...	1st March ...		
19	Report on the working of Game and Fish Preservation Regulation.	Do ...	Do ...	Do ...		
20	Report on the working of Coffee Stealing Prevention Act.	Do ...	Do ...	1st May ...		
21	Report on the Administration of the Police Department.	I.-G. of Police	Do ...	1st October ...		
22	Return of escapes of prisoners from Lock-ups and their re-capture.	I.-G. of Prisons	Quarterly ...	5th January, 5th April, 5th July and 5th October.	G. O. No. 15882-91—J. 1585, dated 27th May 1901.	
23	Returns and reports of Jails and Lock-ups.	Do ...	Annual ...	-	Section 9, Mysore Jail Manual ...	
24	Report of Criminal lunatics of the C. & M. Station, confined in the Lunatic Asylum Bangalore.	Do ...	Half-yearly	31st July and 31st January.		Due in Residency on 31st Jan. and 31st July.
25	Bill of cost of the maintenance of prisoners of Civil and Military Station.	Do ...	Annual ...	10th January..	G O. No. 5117-3—J. 584 dated 30th October 1896.	Due in Residency on 28th Feb.
26	Report on the Administration of the Prisons Department.	Do ...	Do ...	1st May ...		
27	Report on the Administration of the Registration Department.	I.-G. of Registration.	Do ...	1st October ...		
28	Return of temporary employment of Sub-Registrars.	I.-G. of Registration.	Annual ...	15th August...		

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CHAPTER IV—*contd.*
Judicial and Legislative Branch.

Serial No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
29	Return of variations in the Capital of Companies.	Registrar of Joint Stock Companies.	Half-yearly	15th January and 15th July.		Due in Residency on 31st January and 31st July.
30	Statement of Companies Registered in the State.	Do ...	Monthly ...	2nd of the succeeding month.		
31	Report on the working of the Companies in the State.	Do ...	Annual ...	15th May ...		

CHAPTER IV—contd.
Local Fund and Sanitary.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
1	Proceedings of District Board meetings.	Presidents, District Boards.	Monthly ...		Rule 30 (2) of Local Boards Rules.	
2	Abstract District Fund Accounts ...	Comptroller ...	Do ...	20th of succeeding month		
3	District Fund Demand, Collection and Balance Statements.	Presidents, District Boards.	Do ...	20th of succeeding month.	G. O. No. 6532-40—L. B. 254-68-12, dated 1st February 1910 and Article 361 of Municipal Account Manual.	
4	List of District Fund incomplete works.	Presidents, Dt. Boards, and President, K. G. F. Sanitary Board.	Do ...	31st August ...	Rule 149 of Local Boards Rules.	
5	Progress Report of Drinking Water Wells.	Presidents, District Boards.	Quarterly ...		G. O. 800-10—L. B. 12-15-1, dated 26th July 1915.	
6	Progress Report of Municipal District Fund Works.	Presidents ...	Quarterly ...	20th of the succeeding month	Rule 107 of L. B. Rules ...	
7	Final District Fund Accounts ...	Comptroller...	Annual ...	15th January		
8	District Fund Administration Reports.	Presidents, Dt. Boards, and K. G. F. Sanitary Board.	Do ...	30th September	G. O. No. 8850-62—L. B. 234-12-2, dated 12th May 1915.	

CHAPTER IV—contd.
Local Fund and Sanitary.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
9	Review of Local Fund works inspected	Deputy Commissioner.	Quarterly...	20th of the month following the quarter.	G. O. No. 8181-93—Ml. 257-14-1, dated 20th April 1915.	
10	Final Local Funds General Accounts	Do ...	Annual ...	Do ...		
11	Proceedings of Municipal Meetings...	Presidents ...	Monthly ...		G. O. 14175-84—L. F. 377-92, dated 22nd February 1893 and Article 362 of Municipal Account Manual.	
12	Abstract Municipal Fund Accounts	Comptroller...	Annual ...	20th of the succeeding month.	G. O. No. 6000—Ml. 218-09-1, dated 19th January 1910.	
13	Statement of Municipal Meetings ...	Presidents, Municipalities.	Do ...	Do ...	G. O. No. 7421-9—Ml. 242-14-1, dated 24th March 1915.	
14	Statement of suits relating to Municipalities.	Presidents, Municipalities.	Quarterly...		G. O. No. 6985-95—Ml. 70-13-16, dated 15th January 1914.	
15	Progress Reports of Committees for Municipal Activities.	Presidents of Bangalore & Mysore City Municipalities & Deputy Commissioners.	Quarterly...	20th of the month following the quarter.	G. O. No. 2100-9—Ml. 99-14 12, dated 11th September 1915.	

16	Administration Reports of Municipalities.	Presidents of Municipalities.	Annual ...	30th September	G. O. No. 1104-20—Ml. 83-10-2, dated 2nd August 1910 as Revised in G. O. No. 9515-7—Ml. 138-12-10, dated 31st May 1913.
17	Accounts of the Mysore City Improvement Trust Board.	Comptroller...	Half-yearly	31st January and 31st July.	Section 33 of the Mysore City Improvement Regulation, III of 1903.
18	Report on the working of the Trust Board, Mysore.	Chairman, City Improvement, Mysore.	Do ...	Do ...	
18a	Proceedings of the Mysore Agricultural Improvement Trust Board.	Do ...	Monthly ...		
19	Bill for the maintenance of lunatics of the Civil and Military Station, Bangalore.	Senior Surgeon	Quarterly ...		
20	Bill for the maintenance of lepers of the Civil and Military Station, Bangalore.	Senior Surgeon	Do ...		
21	Dispensary Statistics ...	Senior Surgeon.	Annual ...	25th March ...	
22	Statement of poor fund account, Victoria Hospital.	Senior Surgeon.	Annual ...		No. 9273-4—Med. 165-04-4, dated 8th April 1905.
23	Report on the working of levy of fees in Hospitals at Bangalore and Mysore.	Do ...	Do ...	1st September	G. O. 3820-70—Med. 231-13-4, dated 26th November 1915 and G. O. No. 4877-81—Med. 83-15-2, dated 5th January 1916.

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Due in Residency on 31st March,

CHAPTER IV—contd.
Local Fund and Sanitary.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted.	Remarks
24	Confidential Report, on British Medical Officers lent to the State.	Senior Surgeon.	Annual ...			Due in Residency on 15th December.
25	Report of official visitors on criminal lunatics of the State.	Do ...	Do ...	5th January		
26	Report of official visitors on criminal lunatics of the Civil and Military Station.	Do ...	Do ...	15th January		
27	Report on Special Hospitals and Dispensaries (Calendar year).	Senior Surgeon	Annual ...	1st May ...	G. O. No. G. 4100-20, dated 16th February 1904.	
28	Report on Hospitals and Dispensaries (Calendar year).	Do ...	Do ...	Do ...		
29	Report of Chemical Examiner and Bacteriologist (Calendar year).	Do ...	Do ...	Do ...		
30	Cholera Reports ...	Amildars ...	Daily ...	When disease is prevalent.		
31	Plague Reports of Bangalore, Mysore and Civil and Military Station, Bangalore.	Health Officers, Mysore, Bangalore and the Residency.	Weekly ...			
32	Plague Report of Mysore State ...	Sanitary Commissioner.	Weekly ...			

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33	Do	Madras Presidency	Residency and Bombay Gov- ernment.	Do			
34	Do	Bombay Presidency		Do			
35	Report on disinfections	...	Sanitary Com- missioner.	Monthly			
36	Statement of places declared free from plague.		Do	Bi-monthly.			Due in Re- sidency.
37	Plague Administration Report (for official year).		Do	Do	80th Septem- ber.		
38	Progress Report on Malnad Improve- ment.		Do	Monthly		G. O. No. 9088-92—Sany. 73-14-20, dated 18th May 1915.	
39	Do	do	Do	Half-yearly		G. O. No. 5691-5—Sany. 40-15-8, dated 5th February 1916.	
40	Report on the Administration of the Sanitary Department (Calendar year).		Sanitary Com- missioner.	Annual	1st May	G. O. G. 4109-20, dated 16th Febru- ary 1904.	
41	Vaccination Report (Calendar year)		Do	Do	Do		
42	Review of Vital Statistics of Districts		Do	Quarterly		G. O. No. 1025-75—Sany. 75-13-23, dated 5th August 1915 and G. O. 6664-714—Sany. 71-15-3, dated 10th March 1916.	

CHAPTER IV—*contd.*
General Branch.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
1	Audit Report of accounts of the Government Press.	Comptroller ...	Annual ...			
2	Report on the working of the Government Press.	Superintendent, Govt. Press.	Do ...	15th August...		
3	Report on the working of the Stationery Dept.	Superintendent, Stationery.	Do ...	Do ...		
4	Present state of Mysore Imperial Lancers.	Chief Commandant, M. S. T.	Quarterly ...	7th January, 7th April, 7th July and 7th October.		Due in Residency. 85
5	Return of Mysore Imperial Service Lanceis.	Do ...	Monthly ...	10th of succeeding month.		Due in Residency on same date.
6	Return of Imperial Service Transport Corps.	Do ...	Do ...	Do ...		Do
7	Musketry Progress Return ...	Do ...	Quarterly ...	7th January, 7th April, 7th July and 7th October.		Do
8	Grdation List of officers of the Mysore Army.	Do ...	Do ...	Do ...		

9	Return of Armaments, Military Forces and Fire Arms.	Do ...	* Annual ...	7th January ...		* Calendar year. Due in Residency on 16th Jan.
10	Return of field stretchers in Military Stores.	Chief Commandant.	Monthly ...	10th of succeeding month.		
11	Report on the death of retired officers of Imperial Service Troops who are members of the order of British India.	Chief Commandant, M. State Troops.			G. O. No. 2782-1—Military 48-13-2, dated 25th September 1913.	Due in Residency.
12	Report on the working of the Mysore Military Forces.	Do ...	Do ...	1st September		
13	Report on the working of the Kunigal Stud Farm.	Do ...	Do ...	Do ...		
14	Report on the working of the Amrut Mahal Department.	Do ...	Do ...	Do ...		
15	Confidential Report on lent officers liable to revert to Military Department.	Chief Commandant.	Annual ...	7th January ...		Due in Residency on 16th January. Calendar year. Due in Residency on 16th Jan.
16	Return of firearms and armed police	I.-G. of Police	Do ...	7th January ...		
17	Return of Bar Gold produced in the Mines of the State.	Director of Mines and Geology.	Monthly ...	Before 22nd of the succeeding month.	G. O. No. 3600-113-93, dated 26th July 1910.	Due in Residency on 25th of the succeeding month.

CHAPTER IV—*contd.*
General Branch.

Sl. No.	Name of report or return	By whom sent	For what period.	When due	Orders under which submitted	Remarks
18	Statement of Gold extracted and shipped to England, etc.	Comptroller...	Quarterly ...	30th January, 30th April, 30th July and 30th October.	G. O. No. 8600—113-93, dated 26th July 1900.	Due in Residency.
19	Report of Accidents connected with Explosives.				No. 253-267—S. Geol., dated 7th November 1902.	
20	Report of Fatal Accidents ...				G. 9372—G. M. 292-14-3, dated 26th February 1915.	
21	Progress report on the working of the Department of Mines and Geology.	Director of Mines and Geology.	Quarterly ...			40
22	Records of the Geological Department Scientific Publication.	Do ...	Annual ..		96-97—S. Geol., dated 29th July 1901.	
23	Statistics of Mineral Production in Mysore.	Do ...	Do ...	15th August ...	R. 6052-19—R. M. 66-07, dated 20th March 1908.	
24	Reports of Gold Mining Companies.	Do ...	Do ...	Soon after receipt.	Residency letter No. 3051, dated 25th August 1896.	
25	Inspection report of the Offices of the Geological Department.	Director of Mines and Geology and Chief Inspector of Mines.	Do ...		G. O No. 949-50—E. A. 43-14-48, dated 1st December 1915.	
26	Administration Report of the Departments of Mines and Geology.	Do ...	Do ...	15th September.		

27	Report of Chief Inspector of Mines...	Chief Inspector of Mines.	Do ...			
28	Report of Chief Inspector of Explosives.	Do ...	Do ...	1st May ...		
29	Confidential Report on lent officers belonging to the Departments of Agriculture, Commerce and Public Works.	Secretary, Public Works Department, Railway Secretary, etc.	Do ...	Do ...		Due in Residency on 7th January.
30	Civil List	Comptroller...	Quarterly ...	1st January, 1st April, 1st July and 1st October.	Chief Secretary's letter No. 312-14, dated 8th April 1886 and G. O. No. 9326—G. F. 43-92, dated 12th December 1893 and G. O. No. G. 2397-99—G. M. 79-06-5, dated 15th October 1906.	
31	History of Services of Gazetted Officers.	Comptroller...	Annual ...			
32	History of Services of Amildars and Deputy Amildars.	Do ...	Do ...			
33	Progress Report on Architectural port folio.	Director in charge of Archaeology.	Quarterly ..	7th January, 7th April, 7th July and 7th October.	G. O. No. 883-1—G. M. 40-09-18, dated 15th August 1910.	
34	Report on the condition of Syed Ibrahim's Tomb at Channapatna for Calendar year.	Chief Engineer.	Annual ...	31st January...	G. O. No. 12599-600—G. F. 41-92, dated 20th January 1893.	Due in Residency on 31st January.
35	* Statement of newspapers, and periodicals in the State.	Deputy Commissioners and I.-G. of Police.	Do ...	15th January		* For Calendar year. Due in Residency on 31st January.
37	Administration Report of P.W.D. ...	Chief Engineer	Do ...	15th October	G. O. No. G. 684-723—G. R. 10-15, dated 4th August 1905.	

CHAPTER IV—contd.

General Branch..

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
38	Confidential report on lent officers of Public Works.	Secretary, P. W. D., Railway Secy. etc.	Do ...	7th January ...	G. O. No. G. 1927—G. M. 126-05-2, 18th October 1906.	
39	Statement of Incidents in the Services of P. W. officers lent to the State.	Do ...	Monthly ...	6th of the succeeding month.		Due in Residency on the 10th of the succeeding month.
40	Promotion recommendation rolls of Imperial P. W. Officers.	Chief Engineer	*Annual ...	7th January ...		* Calendar year. Due in Residency on 7th January.
41	Administration Report of Railways and Tramways.	Secretary for Railways.	Annual ...	31st August ...	O. M. No. G. 13533—G. M. 413-14-1. dated 4th June 1915.	
42	Administration Report of Electrical Department.	Chief Engineer	Do ...	15th October ...		
43	Report on the working of Government Museum.	Supt., Govt. Museum.	Do ...	15th August ...		
44	Report on the working of Government Gardens.	Supt., Govt. Gardens.	Do ...	Do ...		
45	Report on the working of the Meteorological Department.	Officer in charge of Meteorological Dept.	Do ...	1st September		

46	Inspection Report of offices of the Meteorological Department.	Officer in charge of Meteorological Dept.	Annual ...		G. O. No. 946-7—E. A. 43-14-46, dated 1st December 1915.	
47	Do Archaeological Department.	Officer in charge of Archaeology.	Do ...	Within a month of completion of the inspection.	G. O. No. 948—E. A. 43-14-47, dated 1st December 1915.	
48	Report on the working of the Archaeological Department.	Do ...	Do ...	15th August...		
49	Catalogue of Books Registered in the State, under Act XXV of 1867.	Registrar, Authorized Publications.	Quarterly ...	7th January, 7th April, 7th July and 7th October.		Due in Residency on 31st January, 30th April, 31st July, and 31st October.
50	Review and Analysis of works published, under Act XXV of 1867.	Do ...	Annual ...			Due in Residency on 1st April.
51	Return of Books supplied to the India Office Library and British Museum Library.	Do ...	*Annual ...	7th January ...		Due in Residency on 31st January. *Calendar year.

CHAPTER IV—*contd.*
Education, Agriculture and Industries.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
1	Report on Public Instruction ...	I. G. of Education.	Do ...	15th October		
2	Qualification Reports on Subordinate Educational Officers.	Do ...	Annual ...		G. O. No. 682-3—Edn. 172-14-2, dated 11th August 1915.	
3	Return of Oriental Library Publications.	I. G. of Education.	Quarterly ...	7th January, 7th April, 7th July and 7th October.		
4	Report of work done in the Agricultural Department.	Director of Agriculture.	Do ...	5th January, 5th April, 5th May and 5th October.	No. 9270—Agri. 137-13-1, dated 30th May 1914.	
5	Report on the working of Agricultural Department.	Do ...	Annual ...	1st September	No. 6695-743—Agri. 107-12-13, dated 24th February 1914.	
6	Report on the Dasara Industrial and Agricultural Exhibition.		Do ...			
7	Report on the working of the Agricultural Banks.	Inspector of Agricultural Banks.	Do ...			
8	Statement of Railborne trade ...		Half-yearly			
9	Tour Programmes of Registrar and Deputy Registrar, Co-operative Societies.	Registrar, Co-operative Societies.	Quarterly ...		No. 6652-700—A. & I. 67-15-20, dated 15th May 1916.	

10	Report on the working of Co-operative Societies.	Registrar, Co-operative Societies.	Do ...	1st November	
11	Report on the working of the Government Central Industrial Depot, Bangalore.	Director of Industries.	Quarterly ...	13th of the following month.	G. O. No. 5825-8—A. & I. 27-15-27, dated 30th January 1917.
12	Report on the working of the Industries and Commerce Department.	Director of Industries and Commerce.	Do ...	31st August ...	
13	Progress reports of the Industries and Commerce Department.	Do	Quarterly ...		
14	Statement of Takavi loans sanctioned	Director, Industries and Commerce and Secretary, Industries and Commerce.	Do ...		
15	Report on the working of the Economic Conference.	Secretary, Economic Conference.	Do ...		
16	Statement of expenditure of Economic Conference.	Secretary, Economic Conference.	Monthly ...	10th of the following month.	
17	Analysis of work done and information collected by Registrar and Deputy Registrar, Co-operative Societies.	Do	Do ...		Do

Muzrai Branch.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
1	List of Muzrai Institutions requiring help from the State Grant for repairs of renovation.	Deputy Commissioners.	Annual ...	28th July ...		
2	Accounts for the Prince Gulam Mahomed's Charity Fund.	President of the Fund.	Monthly ...			
3	Lists of estimates below Rs. 50 sanctioned by Deputy Commissioners.	Deputy Commissioners.	Do * ...			

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THIRD

PROOF FOR APPROVAL

BDO 3/4

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA
OF MYSORE.

CLASSIFIED ABSTRACT OF WORK

PUBLIC WORKS SECRETARIAT.



BANGALORE:
PRINTED AT THE GOVERNMENT PRESS.
1917.

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CHAPTER I.

MAIN SUBJECTS DEALT WITH IN THE PUBLIC WORKS
SECRETARIAT.

DRAWING SECTION.

Scrutiny of projects.
Gauge Registers and diagrams.
Topo sheets and Mysore Road Map.
Designing and estimating.

BUDGET SECTION.

Budget Estimates.
Works : correspondence relating to.
Allotment of funds.

STATISTICAL AND MISCELLANEOUS SECTION.

Compilation of reports and statements.
Water-supply, drainage and town-planning.
Petitions.
Buildings, occupation and rents thereof.
Other miscellaneous work, such as, inspection reports, land acquisitions, etc.

CORRESPONDENCE SECTION.

Typing, comparing and despatching work.

ESTABLISHMENT SECTION.

Establishment of the Department of Public Works.

RECORDS SECTION.

Maintenance of records.
Despatching.
Maintenance of "from" and "to" registers.

CASH, STORES AND MISCELLANEOUS SECTION.

Requisitions for Topo sheets and Road Maps.
Indents from divisions.
Annual indents.
Salary and travelling allowance bills of office establishment.
Contingent expenditure.
Stores.
Stationery.

CAUVERY POWER SCHEME SECTION.

Cauvery Power Scheme.
Electrical Power Works in general.

CAUVERY RESERVOIR SECTION.

Papers of the Cauvery Reservoir Works.

CHAPTER II.

REGISTERS MAINTAINED IN THE PUBLIC WORKS
SECRETARIAT.

Serial No.	Name of Register	Authority under which the Register is maintained
	"From" Register	
	"To" Register	
	D. O. register	
	Stamp account book	
	Tappal book	
	Delivery book	
	U. O. register	
	Register of papers submitted to Dewan ...	
	Register of notes submitted to Dewan ...	
	Issue register of files sent to branches ...	
	Branch register	
	Suspend register	
	Register of petitions addressed to His Highness	
	Petition register	
	Register of sanctions under Provincial Funds	
	(a) Roads and buildings, (b) irrigation ...	
	Register of sanctions under Palace, District, Municipal and other funds.	
	Register for noting return of sanctions ...	
	Contractors' register	
	Register of debarred contractors	
	Detailed estimate register of Civil officers ...	
	Civil list of Engineer Officers and Upper Subordinates.	
	Classified list of Lower Subordinates ...	
	Do Tank Inspectors	
	Do Office Hands	

Serial No.	Name of Register	Authority under which the Register is maintained
	Register of thrown out hands	
	Specification Register	
	Press Register	
	Register of applications for appointment	
	Recommendation roll of upper and lower subordinates	
	Distribution register of executive establishment by divisions.	
	Register of leave	
	Office order book	
	Register of papers received from the Dewan	
	Register of malnad service of officers and subordinates	
	Personal register of officers	
	Acquittance roll	
	Register of Life Insurance premium and house building advance realized	
	Contingent register	
	Stationery register (receipts and issues)	
	Register of documents, kept in safe custody	
	Register of accidents	
	Register of water supplied to mining companies	
	Appropriation register	
	Register of tanks for which Panchayets have been constituted	
	Gauge registers of Cauvery Reservoir at Sivasamudram	
	Do Hessarghatta Tank	
	Do Bethamangala Tank	
	Do Marikanve Reservoir	
	Do Sri Rama Devaru Dam	
	Do Chamaraj Anicut	
	Diagrams of Cauvery Reservoir	

Serial No.	Name of Register	Authority under which the register is maintained
	Diagrams of Hessarghatta Tank ...	
	Do Bethamangala Tank ...	
	Do Marikanve Reservoir ...	
	Do Sri Rama Devaru Dam ...	
	Do Chamaraj Anicut ...	
	Register of analysis of water of—	
	i. Bangalore Chamarajendra Reservoir ...	
	ii. Bethamangala Tank, Kolar Gold Fields water works, and ...	
	iii. Vani Vilas water works, Mysore ...	
	Register of heavy rainfall in the State ...	
	Register of Topo sheets and other maps ...	
	List of travellers' bungalows ...	

CHAPTER III.

REPORTS AND RETURNS DEALT WITH IN THE PUBLIC WORKS SECRETARIAT.

Serial No.	Name of Report or return	By whom sent	For what Period	When due	Orders under which submitted	Remarks
1	Abstract of important references received.	Public Works Secretary.	Daily ...			
2	List of evidence references pending disposal in the Public Works Secretariat.	Do ...	Weekly ...	At the end of every week.	G. R. S. No. G. 5965-7, dated 17th May 1901.	
3	Statement of cases pending disposal in the Public Works Secretariat	Do ...	Fortnightly ...			
4	Statement showing number of references received, submitted and pending submission.	Do ...	Do ...			
5	List of sanctions ...	Chief Engineer	Monthly ...	15th of each month ...	Para 288, P. W. Code.	
6	Return of petitions received from the Private Secretary to His Highness	Public Works Secretary.	Do ...	10th of do ...	G. R. S. memo, dated 24th September 1902.	
7	Bill for power supply to the Mining Companies on the Kolar Gold Fields.	Chief Electrical Engineer.	Do ...	3rd week of every month.	...	
8	Return of Departmental Circulars and Orders.	Chief Engineer		As they issue ...		

CHAPTER III—*contd.*

Serial No.	Name of Report or return	By whom sent	For what Period	When due	Orders under which submitted	Remarks
9	List of references received from the Residency showing their disposal and letters pending.	Public Works Secretary.	Monthly ...	15th of each month ...	Dewan's memo, dated 28th April 1895, and G. O. No. 635-8—Mis. 89, dated 6th July 1895.	
10	List of Public Works Secretariat references to the Residency, remaining unanswered.	Do	Do ...	Do ...	Do.	
11	List of unanswered references in the Public Works Secretariat.	Do	Do ...	10th of each month ...	G. R. S. memo, dated 15th May 1903.	
12	Return of Pension applications ...	Chief Engineer.	Quarterly ...	10th of the month following each quarter.	G. O. No. P. & A. 846-85, dated 25th November 1903.	
13	Do dismissed officials ...	Do ...	Do ...	Two weeks after the close of each quarter.	G. O. No. G. 1214-521—G. F. 124 of 03-04, dated 2nd September 1904.	
14	Statement of distribution of electrical power.	Chief Electrical Engineer.	Do ...	Immediately after the end of each quarter.	932—C. P. S., dated 27th December 1915.	
15	Statement of revenue realized from the sale of electrical power.	Do ...	Do ...	2nd week of the quarter.	527—C. P. S., dated 17th September 1913.	

16	Brief report showing the relation of power generated to quantity of water consumed.	Do ...	Quarterly ...		
17	Return showing the maintenance of Irrigation works entrusted to the Public Works Department.	Public Works Secretary.	Yearly ...		C. E's. Cir. No. 16, dated 24th July 1913.
18	Confidential reports on work done by Engineer officers.	Do	Half-yearly ...	20th January and 20th July.	G. O. No. G. 5256-93—G. M. 233-14-1, dated 23rd November 1914.
19	Confidential reports on work done by officers of Electrical Department.	Do	Do ...		
20	Return of scholarships sanctioned in the Department.	Chief Engineer.	Do ...	15th January and 15th July.	G. O. No. 6803-50—Edn. 12-15-10, dated 21st October 1915.
21	Return showing corrections and changes in Topo maps ...		Annual ...	Soon after the termination of the year.	G. O. No. 655-77—P. W. 480-502, dated 9th July 1896.
22	Finance accounts of the Public Works Department.	Comptroller, Public Works.	Do ...	15th November ...	P. W. Code.
23	Finance accounts of the Electrical Department.	Do	Do ...		
24	Budget estimates ...	Chief Engineer.	Do ...	Middle of February ...	Fl. No. 8816-60—G. F. 59-12-2, dated 15th January 1913.
25	Do for the maintenance of protestant cemeteries and isolated graves in the State.		Do ...	15th August ..	Residency No. 2344-3790, 24th July 1890.

CHAPTER III—*concl'd.*

Serial No.	Name of Report or return	By whom sent	For what Period	When due	Orders under which submitted	Remarks
26	Reappropriation statements ...		Annual ...	No date fixed ...	Chief Engineer's Circular No. 16, dated 7th December 1909.	
27	Application for reappropriation of Budget grants.		Do ...			
28	Application for reappropriation of supplemental grants.		Do ...			
29	Report on Syed Ibrahim's tomb at Chennapatna.		Do ...	Soon after the close of the year.	G. O. No. 12599-600—G. F. 41-92, dated 20th January 1893.	CO
30	Return of famine relief programme		Do ...	15th April ...	Mysore Famine Code.	
31	Return showing the results of test of lightning conductors.		Do ...		C. E's. No. 2876-7, dated 25th May 1901.	
32	Return showing the list of telephone lines maintained.		Do ...		Residency No. 4255, dated 16th July 1910.	
33	Dasara Speech ...		Do ...	Date fixed annually.		
34	Report on Dasara subjects ...		Do ...	Do.		
35	Administration report on the working of the Department of Public Works.		Do ...	15th October ...	G. O. No. G. 694-723—G. R. 10-16, dated 4th August 1905.	
36	Administration report on the working of the Electrical Department	Chief Electrical Engineer.	Do ...	Do ...		

37	Return of Revenue and Expenditure on river bed channels.		Annual	..		
38	Capital and Revenue accounts of Irrigation and Building works, Public Works Workshop and Marikanve Project.		Do	...	After the accounts are closed.	P. W. Code.
39	Confidential reports on behalf of Engineer officers of the Government of India.	Chief Engineer.	Do	...	1st week of January ...	G. R. S. No. G. 1927—G. M. 126-06-2, dated 18th October 1905.
40	Confidential reports on officials drawing Rs. 70 and above.	Public Works Secretary.	Do	...	15th July	G. O. No. G. 3137-76—G. M. 272-15-1, dated 6th September 1915.
41	Return of superannuated officers ...	Do	...	Do		Article 325, M. S. R., & G. O. No. G. 68-57—G. M. 258-06-14, dated 2nd July 1907.
42	Do Europeans employed in the State.	Chief Engineer.	Do	...	Soon after the close of the year.	G. O. No. G. 5796-836—G. M. 181-06-55, dated 23rd March 1907, and G. O. No. G. 2881-623—G. M. 171-09-2, 29th November 1909.
43	Indent for stationery articles and forms.		Do	...		
44	Budget estimates—Canvery Power Scheme.	Chief Electrical Engineer.	Do	...		
45	Lumpsum estimates for Interior Power and Lighting.	Do	...	Do	...	

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FOURTH
PROOF FOR APPROVAL
Bd 30/3

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA
OF MYSORE.

CLASSIFIED ABSTRACT OF WORK

RAILWAY SECRETARIAT.

BANGALORE:

PRINTED AT THE GOVERNMENT PRESS.

1917.

PART II.

MAIN SUBJECTS DEALT WITH IN THE RAILWAY SECRETARIAT.

CHAPTER I.

DRAFTING SECTION.

Budget.
Dasara Report.
Administration Report.
Work of Railway Committee.
Periodical Returns.
Diary of Important Proceedings and Index.
Stationery and Furniture.
Register of Books.

REGISTERING SECTION.

Maintenance of Registers.
Accounting for Service Stamps.
Issuing Reminders in Pending Cases.

COPYING SECTION.

Typing Work.
Custody of Cash.

RECORDS SECTION.

Custody and arrangement of Records.
Compilation and printing of important correspondence.
Railway Secretariat Establishment.
Contingencies.

DRAWING SECTION.

Custody and arrangements of maps and plans, etc.
Tracing work.

CHAPTER II.

Registers maintained in the Railway Secretariat.

Serial No.	Name of Register	Authority under which the Register is maintained
1	Attendance Register	Para 2 of the Railway Secretariat Office Manual.
2	"From" Register	" 11 "
3	"To" Register	" 81 "
4	Tappal Book showing account of Service Stamps	" 82 "
5	Peon Book—Letters for delivery by peon ...	" 83 "
6	Dewan's Register—Papers submitted to Dewan	" 85 "
7	Unofficial Register	" 86 "
8	Register of files (general)	} " 41 "
9	Do (old, prior to 1912)	
10	Do (open lines)	
11	Do (Establishment)	
12	Index to above, i.e., Register of files ...	
13	Register of spare copies of Government Orders	} " 42 "
14	"Suspend" Register	
15	Register of plans	} " 46 "
16	Index Register to the Register of plans ...	
17	Register of Standing Orders	" 51 "
18	Catalogue of Books	" 52 "
19	Office Imprest Book	" 53 "
20	Acquittance Roll of disbursement of pay ...	} " 54 "
21	Do travelling allowances	
22	Furniture Register	" 55 "
23	Stationery Register (Issue and Receipts) ...	} " 56 "
24	Register showing Stationery articles issued at fixed intervals	
25	Register of Typewriters showing their number and condition	" 57 "

CHAPTER III.

Reports and Returns dealt with in the Railway Secretariat.

Serial No.	Name of Report or Return	By whom sent	For what period	When due	Orders under which submitted	Remarks
1	Abstract of important references received.	Railway Secretariat.	Daily.	On the day of receipt.		
2	Diary of Proceedings	" ...	Weekly.	9th, 16th, 24th and 30th of every month.		
3	List of cases pending in the office and with the Dewan.	" ...	Fort-nightly.	1st and 16th of every month.	G. O. No. G. 3562-5 dated 14-11-13.	
4	Arrear list of Residency references...	" ...	Monthly.	10th do ...		
5	Index of Proceedings, ...	" ...	"	do ...		
6	Narrative Progress Reports of lines under construction.	" ...	"	do ...		
7	List of sanctions	" ...	"	do ...		
8	Audited return of traffic on open lines.	" ...	"	Before the 20th of the month following that to which the return relates.	Railway Board's No. 2021—R. G. dated 27-6-13.	Due in Residency on the 15th of the second succeeding month.

CHAPTER III—Report and Returns dealt with in the Railway Secretariat—concl'd.

Serial No.	Name of Report or Return	By whom sent	For what period	When due	Order under which submitted	Remarks
9	List of retired persons ...	Railway Secretariat	Quarterly	10th of Jan. and April, July and Oct.	G. O. No. P. and A. 846-85 dated 25-11-03.	
10	Do dismissed officials...	" "	"	"		
11	Do supernumeraries ...	" "	"	"		
12	Progress reports of lines under construction.	" "	"	10th Jan., April, July and Oct.	Railway Board's No. 2021--R. G. dated 27-6-13.	Due in Residency on same dates.
13	Statement of figures for inclusion in the Capital and Revenue Accounts of the lines worked by the Madras and Southern Mahratta Railway Co.	" "	Half yearly.	May and Oct.	On receipt of requisition from the Residy.	Due in Residency.
14	Capital and Revenue Accounts of open lines	" "	"	1st Dec. and 1st June (manuscript).		Due in Residency.
				1st Jan. and 1st July (printed).		Due in Residency.
15	Auditor's Note on do	" "	"	1st Jan. and 1st July (printed).	Railway Board's No. 2021--R. G. dated 27-6-13.	
16	Statement of weekly proportionate actual traffic earnings of open line	" "	"	Within one month after the close of the accounts for each half year.		Due in Residency on 31st January and 31st July.

17	Returns of accidents	"	...	Yearly..	Not later than 3 weeks after the close of the year.		Due in Residency on 21st July and 21st February.
18	List of Europeans and Eurasians ...	"	...	"	15th Jan. ...	G. O. No. 4731-57-173 dated 16-4-86.	Due in Residency on 31st January.
19	Budget	"	...	"	5th March ...	G. O. No. F1 568-617-G. F. 220-15-1, dated 24-7-16.	
20	Final reappropriation statement ...	"	...	"	April ...	G. O. No. F1 1565-614-G. F. 75-16-1, dated 12-9-16.	
21	Statement showing what lines of Telegraphs along Railways existing or proposed likely to be required during the following official year.	"	...	"	10th June ...	Resdy. No. 7340 dated 28-12-06.	Due in Residency on 31st September.
22	Inferior pensionable servants as employed on 1st July.	"	...	"	1st July ...	P. W. and Ry. Br. Examiner's No. 486-E., dated 18-7-05.	
23	Report of work done by officials on Rs. 70 and above.	"	...	"	15th July ...	G. O. No. G. 3137-76-G. M. 212-15-1, dated 6-9-15.	
24	Dasara Report	"	...	...	July or Aug. of every year (on receipt of requisition from G.R.S.)		
25	Statement showing telegraph works included in the current year's budget but required during the following year and new works required during the following year.	"	...	...	1st Sept. ...	Rescy. No. 7340, dated 28-12-06.	Due in Residency on same date.
26	Gradation List of officials ...	"	...	...	1st Sept. ...	G.O. No. G. 1475-514-G. M. 139-13-1, dated 18-8-13.	
27	Administration Report ...	"	...	...	15th Oct. ...	G. O. No. G. 684-723-G. R. 10-04-15, dated 48-05.	

Council Section -	4
List of ^{Extraordinary} Members of ~~Year~~	4
Do 1st number -	2
Do 2nd number -	2
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2. Each official of the Secretariat will be supplied with a copy of the book.

3. Amendments and alterations of any, required, may be communicated to the Executive Audit Branch for obtaining sanction to their inclusion in the book.

4. 2 copies of the abstracts of work done in the P.W. & Ry Sects are also forwarded to each of the branches & Sections for reference.

My order
nra

For Secy Gt Dep't.

mm
25/5/17

2 Aug 15

Office Memorandum.

No 146 - E. A. G.

30. 5. 1917

Copies of the Classified abstract of work done in the General and Revenue Secretariat compiled in the Efficiency Audit Branch are forwarded to the Super of the various branches and sections of the Sect for reference as shown below: -

	No of Copies
Branch I.	19
Branch II	15
Branch III	10
Branch IV	16
" V	16
VI	18
VII.	8
VIII.	8
Translation Section -	5
Cash Section -	7
General Records	5 + 2
Director's Office	12

~~28/10/57~~

146-E. A. S.

157

Enc. 50 copies each
Plus 12 copies.

Of 28. 5-17

By Mr. S. Madhava Rao.

1. Mr Secretary, PWD,
2. " Secretary, Rys

Sir,

I am directed to forward herewith 50 copies of the Classified Abstract of Work in your Sect compiled within the office Audit Branch from the information supplied by your office.

Six copies of ^{the} Abstract of Work in the PWD (Pw) Secretariat are also forwarded for reference.

Amendments and alterations, if any, required may be kindly communicated to the Audit Branch.

from time to time -

Have the
news

For Scintilla, El Dept.

mm
25/9/07

146-E.A.G.
 Encl. 6 books

General and Revenue Secretariat,
 Bangalore, 30th May 1917.

30th May

De. J. Kene 30.5.17
by Mr. N. Madhava Rao

From

The Secretary to Government,
 General Department.

To

The Private Secretary to His Highness
 the Maharaj of Mysore, Mysore.

I am directed to forward herewith two copies each of the

- | | | |
|--|-----------|------------------------|
| 1. Abstract of work done in the G & R.S. | (2 books) | marginally noted books |
| 2. -do- Ry Sectt | (2 books) | |
| 3. -do- P.W.D. | (2 books) | |
- for ~~person~~ reference.

I have the honour to be,
 Sir,
 Your most obedient servant,

M. S.

For Secretary to Government,
 General Department.

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GOVERNMENT OF HIS HIGHNESS THE MAHARAJA
OF MYSORE.

CLASSIFIED ABSTRACT OF WORK
PUBLIC WORKS SECRETARIAT.

BANGALORE:
PRINTED AT THE GOVERNMENT PRESS
1917.

[E. A. B. No. 11.]

CLASSIFIED ABSTRACT OF WORK. PUBLIC WORKS SECRETARIAT.

CHAPTER I.

MAIN SUBJECTS DEALT WITH IN THE PUBLIC WORKS SECRETARIAT.

DRAWING SECTION.

- Scrutiny of projects.
- Gauge Registers and diagrams.
- Topo sheets and Mysore Road Map.
- Designing and estimating.

BUDGET SECTION.

- Budget Estimates.
- Works : correspondence relating to.
- Allotment of funds.

STATISTICAL AND MISCELLANEOUS SECTION.

- Compilation of reports and statements.
- Water-supply, drainage and town-planning.
- Petitions.
- Buildings, occupation and rents thereof.
- Other miscellaneous work, such as, inspection reports, land acquisitions, etc.

CORRESPONDENCE SECTION.

- Typing, comparing and despatching work.

ESTABLISHMENT SECTION.

- Establishment of the Department of Public Works.

RECORDS SECTION.

Maintenance of records.
Despatching.
Maintenance of "from" and "to" registers.

CASH, STORES AND MISCELLANEOUS SECTION

Requisitions for topo sheets and road maps.
Indents from divisions.
Annual indents.
Salary and travelling allowance bills of office establishment
Contingent expenditure.
Stores.
Stationery.

CAUVERY POWER SCHEME SECTION.

Cauvery Power Scheme.
Electrical Power Works.

CAUVERY RESERVOIR SECTION.

Papers of the Cauvery Reservoir Works.

CHAPTER II.

REGISTERS MAINTAINED IN THE PUBLIC WORKS
SECRETARIAT.

Serial No.	Name of Register	Authority under which the Register is maintained
1	"From" Register	
2	"To" Register	
3	D. O. register	
4	Stamp account book	
5	Tappal book	
6	Delivery book	
7	U. O. register	
8	Register of papers submitted to Dewan ...	
9	Register of notes submitted to Dewan ...	
10	Issue register of files sent to branches ...	
11	Branch register	
12	Suspend register	
13	Register of petitions addressed to His Highness	
14	Petition register	
15	Register of sanctions under Provincial Funds (a) Roads and buildings, (b) irrigation.	
16	Register of sanctions under Palace, District, Municipal and other funds.	
17	Register for noting return of sanctions ...	
18	Contractors' register	
19	Register of debarred contractors	
20	Detailed estimate register of Civil officers ...	
21	Civil list of Engineer Officers and Upper Subordinates.	
22	Classified list of Lower Subordinates ...	
23	Do Tank Inspectors	
24	Do Office Hands	

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27	Press Register	
28	Register of applications for appointment ...	
29	Recommendation roll of upper and lower subordinates.	
30	Distribution register of executive establishment by divisions.	
31	Register of leave	
32	Office order book	
33	Register of papers received from the Dewan ...	
34	Register of malnad service of officers and subordinates.	
35	Personal register of officers	
36	Acquittance roll	
37	Register of Life Insurance premium and house building advance realized.	
38	Contingent register	
39	Stationery register (receipts and issues) ...	
40	Register of documents, kept in safe custody ...	
41	Register of accidents	
42	Register of water supplied to mining companies	
43	Appropriation register	
44	Register of tanks for which Panchayets have been constituted.	
45	Gauge registers of Cauvery Reservoir at Sivasamudram.	
46	Do Hessarghatta Tank	
47	Do Bethamangala Tank	
48	Do Marikanave Reservoir	
49	Do Sri Rama Devaru Dam	
50	Do Chamaraj Anicut	
51	Diagrams of Cauvery Reservoir	

Serial No.	Name of Register	Authority under which the register is maintained
52	Diagrams of Hessarghatta Tank	
53	Do Bethamangala Tank	
54	Do Marikanave Reservoir	
55	Do Sri Rama Devaru Dam	
56	Do Chamaraj Anicut	
57	Register of analysis of water of—	
	i. Bangalore Chamarajendra Reservoir	
	ii. Bethamangala Tank, Kolar Gold Fields water works, and	
	iii. Vani Vilas water works, Mysore	
58	Register of heavy rainfall in the State	
59	Register of Topo sheets and other maps	
60	List of travellers' bungalows	

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2	List of Residency references pending disposal in the Public Works Secretariat.	Do ...	Weekly ...	At the end of every week.	G. R. S. No. G. 5965-7, dated 17th May 1904.	
3	Statement of cases pending disposal in the Public Works Secretariat.	Do ...	Fortnightly ...			
4	Statement showing number of references received, submitted and pending submission.	Do ...	Do ...			
5	List of sanctions ...	Chief Engineer	Monthly ...	15th of each month ...	Para 288, P. W. Code.	
6	Return of petitions received from the Private Secretary to His Highness	Public Works Secretary.	Do ...	10th of do ...	G. R. S. memo, dated 24th September 1902.	
7	Bills for power supply to the Mining Companies on the Kolar Gold Fields.	Chief Electrical Engineer.	Do ...	3rd week of every month.		
8	Return of Departmental Circulars and Orders.	Chief Engineer		As they issue ...		

9	List of references received from the Residency showing their disposal and letters pending.	Public Works Secretary.	Monthly ...	15th of each month ...	Dewan's memo, dated 28th April 1895, and G. O. No. 635-8—Mis. 89, dated 6th July 1895.
10	List of Public Works Secretariat references to the Residency, remaining unanswered.	Do	Do ...	Do ...	Do
11	List of unanswered references in the Public Works Secretariat.	Do	Do ...	10th of each month ...	G. R. S. memo, dated 15th May 1903.
12	Return of pension applications ...	Chief Engineer.	Quarterly ...	10th of the month following each quarter.	G. O. No. P. & A. 846-85, dated 25th November 1903.
13	Do dismissed officials ...	Do ...	Do ...	Two weeks after the close of each quarter.	G. O. No. G. 1214-521—G. F. 121 of 03-04, dated 2nd September 1904.
14	Statement of distribution of electrical power.	Chief Electrical Engineer.	Do ...	Immediately after the end of each quarter.	932—C. P. S., dated 27th December 1915.
15	Statement of revenue realised from the sale of electrical power.	Do ...	Do ...	2nd week of the quarter.	527—C. P. S., dated 17th September 1913.
16	Brief report showing the relation of power generated to quantity of water consumed.	Do ...	Quarterly ...		
17	Return showing the maintenance of Irrigation works entrusted to the Public Works Department.	Public Works Secretary.	Yearly ...		C. E's. Cir. No. 16, dated 24th July 1913.

CHAPTER III---contd.

Serial No.	Name of report or return	By whom sent	For what Period	When due	Orders under which submitted	Remarks
18	Confidential reports on work done by Engineer officers.	Public Works Secretary.	Half-yearly ...	20th January and 20th July.	G. O. No. G. 5256-93—G. M. 233-14-1, dated 23rd November 1914.	
19	Confidential reports on work done by officers of Electrical Department.	Do	Do ...			
20	Return of scholarships sanctioned in the Department.	Chief Engineer	Do ...	15th January and 15th July.	G. O. No. 6803-50—Edn. 12-15-10, dated 21st October 1915.	
21	Return showing corrections and changes in Topo maps ...		Annual ...	Soon after the termination of the year.	G. O. No. 655-77—P. W. 3480-502, dated 9th July 1895.	
22	Finance accounts of the Public Works Department.	Comptroller, Public Works.	Do ..	15th November ...	P. W. Code.	
23	Finance accounts of the Electrical Department.	Do	Do ...			
24	Budget estimates	Chief Engineer	Do ...	5th March ...	Fl. No. 3816-60—G. F. 59-12-2, dated 15th January 1913.	
25	Do for the maintenance of protestant cemeteries and isolated graves in the State.		Do ...	15th August ..	Residency No. 2344-3790, 24th July 1890.	

26	Reappropriation statements		Annual	...	No date fixed	Chief Engineer's Circular No. 16, dated 7th December 1909.
27	Application for reappropriation of Budget grants.		Do	...		
28	Application for reappropriation of supplemental grants.		Do	...		
29	Report on Syed Ibrahim's tomb at Chennapatna.	Chief Engineer	Do	...	Soon after the close of the year.	G. O. No. 12599-600—G. F. 41-92, dated 20th January 1893.
30	Return of famine relief programme		Do	...	15th April	Mysore Famine Code.
31	Return showing the results of test of lightning conductors.		Do	...		C. E's. No. 2876-7, dated 25th May 1901.
32	Return showing the list of telephone lines maintained.		Do	...		Residency No. 4255, dated 16th July 1910.
33	Dasara Speech	Chief Engineer	Do	...	Date fixed annually	
34	Report on Dasara subjects	Do	Do	...	Do	
35	Administration report on the working of the Department of Public Works.	Do	Do	...	15th October	G. O. No. G. 684-723—G. R. 10-15, dated 4th August 1905.
36	Administration report on the working of the Electrical Department.	Chief Electrical Engineer.	Do	...	Do	
37	Return of Revenue and Expenditure on river bed channels.		Do	..		
38	Capital and Revenue accounts of Irrigation and Building works, Public Works Workshop and Marikanave Project.		Do	...	After the accounts are closed.	P. W. Code.

CHAPTER III—*concl'd.*

Serial No.	Name of report or return	By whom sent	For what Period	When due	Orders under which submitted	Remarks
39	Confidential reports on behalf of Engineer officers of the Government of India.	Chief Engineer	Annual ...	1st week of January ...	G. R. S. No. G. 1927—G. M. 126-05-2, dated 18th October 1905.	
40	Confidential reports on officials drawing Rs. 70 and above.	Public Works Secretary.	Do ...	15th July ...	G. O. No. G. 3137-76—G. M. 212-15-1, dated 6th September 1915.	
41	Return of superannuated officers ...	Do ...	Do ...		Article 325, M. S. R., & G. O. No. G. 18-57—G. M. 258-06-14, dated 2nd July 1907.	
42	Do Europeans employed in the State.	Chief Engineer	Do ...	Soon after the close of the year.	G. O. No. G. 5796-836—G. M. 181-06-55, dated 23rd March 1907, and G. O. No. G. 2881-623—G. M. 171-09-2, 29th November 1909.	
43	Indent for stationery articles and forms.		Do ...			
44	Budget estimates—Cauvery Power Scheme.	Chief Electrical Engineer.	Do ...			
45	Lumpsum estimates for Interior Power and Lighting	Do ...	Do ...			

1-11
GOVERNMENT OF HIS HIGHNESS THE MAHARAJA
OF MYSORE.

CLASSIFIED ABSTRACT OF WORK
RAILWAY SECRETARIAT

BANGALORE: .
PRINTED AT THE GOVERNMENT PRESS
1917.

[E. A. B. No. 12.]

CLASSIFIED ABSTRACT OF WORK RAILWAY SECRETARIAT.

CHAPTER I.

MAIN SUBJECTS DEALT WITH IN THE RAILWAY SECRETARIAT.

DRAFTING SECTION.

Budget.
Dasara Report.
Administration Report.
Work of Railway Committee.
Periodical Returns.
Diary of Important Proceedings and Index.
Stationery and Furniture.
Register of Books.

REGISTERING SECTION.

Maintenance of Registers.
Accounting for Service Stamps.
Issuing Reminders in Pending Cases.

COPYING SECTION.

Typing Work.
Custody of Cash.

RECORDS SECTION.

Custody and arrangement of Records.
Compilation and printing of important correspondence.
Railway Secretariat Establishment.
Contingencies.

DRAWING SECTION.

* Custody and arrangements of maps and plans, etc.
Tracing work.

CHAPTER II.

REGISTERS MAINTAINED IN THE RAILWAY SECRETARIAT.

Serial No.	Name of Register	Authority under which the Register is maintained
1	Attendance Register	Para 2 of the Railway Secretariat Office Manual.
2	"From" Register	" 11 "
3	"To" Register	" 31 "
4	Tappal Book showing account of Service Stamps	" 32 "
5	Peon Book—Letters for delivery by peon ...	" 33 "
6	Dewan's Register—Papers submitted to Dewan	" 35 "
7	Unofficial Register	" 36 "
8	Register of files (general)	} " 41 "
9	Do (old, prior to 1912)	
10	Do (open lines)	
11	Do (Establishment)	
12	Index to above, i.e., Register of files ...	} " 42 "
13	Register of spare copies of Government Orders	
14	"Suspend" Register	" 46 "
15	Register of plans	} " 51 "
16	Index Register to the Register of plans ...	
17	Register of Standing Orders	" 52 "
18	Catalogue of Books	" 53 "
19	Office Imprest Book	} " 54 "
20	Acquittance Roll of disbursement of pay ...	
21	Do travelling allowances	" 55 "
22	Furniture Register	} " 56 "
23	Stationery Register (Issue and Receipt) ...	
24	Register showing stationery articles issued at fixed intervals	
25	Register of Typewriters showing their number and condition	" 57 "

CHAPTER III.

REPORTS AND RETURNS DEALT WITH IN THE RAILWAY SECRETARIAT.

Serial No.	Name of Report or Return	By whom sent	For what period	When due	Orders under which submitted	Remarks
1	Abstract of important references received.	Railway Secretariat.	Daily	On the day of receipt.		
2	Diary of Proceedings	„ ...	Weekly	9th, 16th, 24th and 30th of every month.		
3	List of cases pending in the office and with the Dewan.	„ ...	Fort-nightly.	1st and 16th of every month.	G. O. No. G. 3662-5, dated 14-11-13.	
4	Arrear list of Residency references...	„ ...	Monthly.	10th do ...		
5	Index of Proceedings	„ ...	„	do ...		
6	Narrative Progress Reports of lines under construction.	„ ...	„	do ...		
7	List of sanctions	„ ...	„	do ...		
8	Audited return of traffic on open lines.	„ ...	„	Before the 20th of the month following that to which the return relates.	Railway Board's No. 2021—R. G., dated 27-6-13.	Due in Residency on the 15th of the second succeeding month.

CHAPTER III—Reports and Returns dealt with in the Railway Secretariat—*concl'd.*

Serial No.	Name of Report or Return	By whom sent	For what period	When due	Order under which submitted	Remarks
9	List of retired persons ...	Railway Secretariat	Quarterly.	10th of Jan., April, July and Oct.	G. O. No. P. and A. 846-85, dated 25-11-03.	
10	Do dismissed officials...	" "	"			
11	Do supernumeraries ...	" "	"			
12	Progress reports of lines under construction.	" "	"	25th Jan., April, July and Oct.	Railway Board's No. 2021--R. G., dated 27-6-13.	Due in Residency. on same dates.
13	Statement of figures for inclusion in the Capital and Revenue Accounts of the lines worked by the Madras and Southern Mahratta Railway Co.	" "	Half yearly.	May and Oct.	On receipt of requisition from the Residency.	Due in Residency.
14	Capital and Revenue Accounts of open lines	" "	"	1st Dec. and 1st June (manuscript), 1st Jan. and 1st July (printed).	Railway Board's No. 2021--R. G., dated 27-6-13.	Due in Residency.
15	Auditor's Note on do ...	" "	"	Do ...		
16	Statement of weekly proportionate actual traffic earnings of open lines.	" "	"	Within one month after the close of the accounts for each half year.		

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17	Returns of accidents	"	"	Yearly..	Not later than 3 weeks after the close of the year.	Railway Board's No. 2021—R. G , dated 27-6-13.	Due in Residency on 21st July and 21st February.
18	List of Europeans and Eurasians ...	"	"	"	15th Jan. ...	G. O. No. 4731-57—173, dated 16-4-86.	Due in Residency on 31st January.
19	Budget	"	"	"	5th March ...	G. O. No. Fl. 568-617—G. F. 220-15-1, dated 21-7-16.	
20	Final reappropriation statement ...	"	"	"	April ...	G. O. No. Fl. 1565-614—G. F. 75-16-1, dated 12-9-16.	
21	Statement showing what lines of Telegraphs along Railways existing or proposed likely to be required during the following official year.	"	"	"	10th June ...	Residency No. 7310 dated 28-12-06.	Due in Residency on 31st September.
22	Inferior pensionable servants as employed on 1st July.	"	"	"	1st July ...	P. W. and Ry. Br. Examiner's No. 485—E., dated 18-7-05.	
23	Report of work done by officials on Rs. 70 and above.	"	"	"	15th July ...	G. O. No. G. 3137-76—G. M. 212-15-1, dated 6-9-15.	
24	Dasara Report	"	"	"	July or Aug. (on receipt of requisition from G.R.S.)		
25	Statement showing telegraph works included in the current year's budget but required during the following year and new works required during the following year.	"	"	"	1st Sept. ...	Residency No. 7310, dated 28-12-06.	Due in Residency on same date.
26	Gradation List of officials ...	"	"	"	1st Sept. ...	G. O. No. G. 1475-514—G. M. 139-13-1, dated 18-8-13.	
27	Administration Report	"	"	"	15th Oct. ...	G. O. No. G. 684-723—G. R. 10-01-15, dated 4-3-05.	

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA
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CLASSIFIED ABSTRACT OF WORK.

GENERAL AND REVENUE SECRETARIAT.

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CHAPTER I.

MAIN SUBJECTS DEALT WITH IN THE SEVERAL BRANCHES OF THE GENERAL AND REVENUE SECRETARIAT.

—

BRANCH I—Revenue.

I. LAND REVENUE.

Establishment of the Revenue Department.
 District and Taluk Treasuries.
 Village Officers and Minor Village Establishment.
 Appropriation and acquisition of lands.
 Grant of lands on special conditions.
 Large landed estates scheme.
 Revenue appeals.
 Land Revenue Code and Rules.
 Cauvery Reservoir.—Cultivation under
 Marikanave Reservoir.—Cultivation under
 Tank Panchayet Scheme
 Minor Tank Restoration Scheme.
 District Marahamat Department.
 Miscellaneous irrigation matters.
 Village Improvement Scheme.
 Potgi.
 Inam questions.
 Refunds and remissions.
 Investigation of arrear claims.
 Accidental fires.

II. LAND SURVEY.

Establishment of the Survey Department.
 Re-survey and settlement.
 Frontier boundary disputes.
 Phut Pahani work.
 Maintenance and repair of boundary marks.

III. AGRICULTURE (MISCELLANEOUS)

Land Improvement and Takavi loans.
 Civil Veterinary Department.
 Famine.
 Agricultural Statistics.

IV. FOREST.

Establishment of the Forest Department.
 Development of forest resources.
 Kheddah operations.
 Forest tramways.
 Rights to sandalwood.
 Grant of timber at concession rates.
 Sale of timber, sandalwood and other forest products.
 Forest scholarships.
 Forest school.
 Licenses for shooting elephants.
 Working plans.
 Refunds and remissions.
 Kunbi Settlements.

BRANCH II—Financial.

I. GENERAL FINANCE AND BANKING.

Establishment of the Account Department.
 The State Huzur Treasury.
 Budget Estimates, Civil, P. W. D. and Railways.
 Audit and adjustment.
 Loans and Investments.
 Ways and Means Estimate.
 Advance, (house-building and motor car.)

Transactions with the State Bankers in England.
 Financial aspect of commercial and other schemes.
 Savings Banks.
 State Life Insurance.
 Provident Fund.
 Family Pension Fund.
 Financial Rules.

II. CIVIL ACCOUNTS.

III. SALARIES AND ALLOWANCES.

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 Gratuities
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IV. SEPARATE REVENUE.

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 Do Stamp Department.
 Sale of excise privileges.
 Inamdars' claim to excise revenue.
 Duty on spirits and other excisable articles.
 Arrack, Toddy, etc.
 Foreign liquors.
 Ganja and its cultivation.
 Import and export of drugs and liquors.
 Opium.
 Methylated spirits.
 Stamps.
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V. CENSUS.

VI. POST AND TELEGRAPHS.

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I. LEGISLATION.

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Mysore Mines Regulation.

Mysore Factories Regulation.

Mysore Merchandise Marks Regulation.

Legislative Council.

Legal opinion on cases referred to the Branch.

II. COURTS.

Establishment of the Judicial Department (Civil and Criminal Courts).

Rules of Practice.

Extradition and surrender of offenders.

Investiture of magisterial powers.

Reduction of sentences.

Appeals against acquittals.

Village Courts.

Law officers.

Bench Magistrates.

Exemptions from appearance in Civil Courts.

III. PRISONS AND JAILS.

Establishment of the Prisons Department.

Release of prisoners.

Commitment of criminal lunatics.

Jail Industries.

IV. REGISTRATION.

Establishment of the Registration Department.

Rules under the Registration Regulation.

Joint Stock and other Companies.

V. POLICE.

Establishment of the Police Department (General Police, Railway Police and Police Training School).

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- Local Boards—constitution of
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- Rural Sanitation.
- Local rates and cesses on markets, jattras and shows.
- Toll-gates.
- Cattle shows.
- Cattle Pounds.
- District Board Railways.

II. MUNICIPAL.

- Establishment under Municipalities.
- Municipal Councils.—constitution of
- Municipal taxation and levy of fees.
- Water-supply to Municipal towns.
- Drainage schemes.
- Municipal accounts.
- Mysore City Improvement Trust Board.
- Bangalore City Improvement Committee.
- Public Health Measures in Municipalities.

III. MEDICAL.

- Establishment of the Medical Department.
- Medical Institutions.
- Grants-in-aid.
- Medical scholarships.
- Medical Stores.
- Medical School.

IV. SANITARY.

- Establishment of the Sanitary Department.
- Sanitary measures other than those mentioned in I and II *supra*.
- Malnad Improvement Scheme.
- Public Health Institute.

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Vaccine Institute.
Vaccination.
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BRANCH V—General.

I. PRESS.

Establishment of the Government Press and Stationery.
Contract for stores, printing plant and materials.
Overtime allowances to Press officials.
Piece work system.
Printing school.
Stationery rules.
Supply of forms.
Purchase of Stationery.

II. MILITARY.

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Imperial Service Transport Corps.
Amrut Mahal Department.
Kunigal Stud Farm.
Hessarghatta Grass Farm.
Military Funds.
Military Stores.
Government House, Mysore.

III. GEOLOGY.

Establishment of the Departments of Mines and Geology.
Geological Survey.
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IV. GENERAL MISCELLANEOUS.

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Palace.

Government Museum.
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Hill Stations.
Archæology.
Ethnographic Survey.
Government Gazette and Calendar.
Government Publications.
Government Proceedings.
Monthly and Weekly Volumes of Government Proceedings.
State Administration Report.
Civil List.
History of Services of Gazetted Officers.
Public Press and Newspapers.
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Registration of Books and Publications.
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Representative Assembly.
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Tours of His Highness the Maharaja.
Tours of the Dewan and Members of Government.
Visit of important personages.
Employment of Europeans in the State.
Lent Officers.
Rules relating to Cemeteries.
Trigonometrical Survey Stations.
Military manœuvres and camping grounds.
Local defence scheme.
Purchase of books.
Establishment of the General and Revenue Secretariat.
General and Revenue Secretariat Library.
General and Revenue Secretariat cash and contingencies.
General and Revenue Secretariat Savings Association.
Clothing to menials.
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BRANCH VI—Education and Agriculture.

I. EDUCATION.

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 The University.
 Direction and Inspection.
 Educational Institutions—(general: Colleges, High Schools, Anglo-Vernacular Schools and Vernacular Schools.)
 Educational Institutions—(special: Normal Schools, Industrial Schools, Schools for the Deaf mutes and the Blind, and Sanskrit Schools).
 Compulsory Primary Education.
 Education of Backward Classes.
 Students' Homes.
 Grants-in-aid.
 Educational buildings.
 Text-book Committee.
 Local Examinations—Lower Secondary, Teacher's Certificates, etc.
 Educational Museum and Library.
 Public Libraries.
 Educational Endowments.
 Educational Code and Rules.
 Oriental Library, Mysore.
 Government Central Book Depot.
 Scholarships.

II. ECONOMIC CONFERENCE.

Establishment of the Economic Conference
 Constitution and functions of the Conference and its three Central Committees.
 District, Taluk and Town Progress Committees.
 Economic Journal.
 General proposals of the Conference for development of Education, Agriculture, Industries and Commerce.

III. INDUSTRIES AND COMMERCE.

Establishment of the Departments of Industries and Commerce and Co-operative Societies.
 Takavi loans for industrial purposes.
 Government and aided factories.
 Industrial Depot.

Weights and measures.
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 Co-operative Societies.
 Agricultural Banks.

IV. AGRICULTURE AND EXHIBITIONS.

Establishment of the Agricultural Department.
 Agricultural Schools.
 Agricultural Farms.
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 Fruit cultivation.
 Agricultural loans.
 Agricultural implements and implement depot.
 Agricultural Museum.
 Sericulture.
 Exhibitions.
 Meteorology.

BRANCH VII—Muzrai.

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 Muzrai stipends, grants and allowances.
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 Succession to Mathas.
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 Religious processions.
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 Grant of rahadaris and insignia to Mathas.
 Muzrai appeal petitions.
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 Enquiry into complaints.

Rules relating to recruitment.
Rules of office procedure.
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Personal conduct of public servants
Manuals and Standing Orders.
Newspaper intelligence.
Blue Book Journal.
Organisation and Development Scheme.

CHAPTER II.

REGISTERS MAINTAINED IN THE GENERAL
AND REVENUE SECRETARIAT.(a) *Registers common to all Branches.*

Sl. No.	Name of register	Authority under which the register is maintained
1	Diary—Register of letters received ...	Rule 75 and 91 of the G. R. S. Office Manual.
2	Issue Register—Register of letters issued	Rule 96 do do
3	Miscellaneous Register ...	Rule 107 do do
4	The Unofficial Register—Register of cases received from or sent to other Departments unofficially.	Rule 102 do do
5	Press Book— ...	Rules 251 and 252 do do
6	Spare Copy Register— ...	Rules 109 and 77 do do
7	Register of reports and returns received in the Branch.	Rule 308 do do
8	Register of Petitions received from the Private Secretary to His Highness.	
9	Peon Book—Register of covers delivered by messenger.	Rule 113 of the G. R. S. Office Manual.
10	Issue Book ...	Rule 114 do do
11	Branch Library Register ...	
12	Diary of work done by officials from day to day.	Rule 310 of the G. R. S. Office Manual, Rule 2 of Manual of Essentials for Secretariats.
13	Register of subjects brought up at the Representative Assembly.	
14	Register of Requisitions from the Dewan	
15	Register of officers on long leave ...	
16	Register of Tour Notes of Dewan and Members of Government.	
17	File Register— ...	Rule 78 of the G. R. S. Office Manual.
18	List of file headings with Index ...	Rule 89 of the G. R. S. Office Manual.
19	Register of files recorded and sent to Records.	
20	Suspend Register ...	Rule 234 do do
21	Register of important and urgent cases under consideration.	

(b) *Special Registers maintained in particular Branches.*

Sl. No.	Name of register	Branch responsible	Authority under which the register is maintained
1	Register of appeal cases and decisions.	Branch I ...	
2	Register of orders communicated through the Financial Branch to the Comptroller.	Branch II ...	
3	Bill Register	Branch III...	
4	Register of travelling allowances to members of the Legislative Council.	" ...	
5	Journal of Legislative Council proceedings.	" ...	
6	Legislative Library Register ...	" ...	
7	Register of Enactments ...	" ...	
8	Legislative Council "From" Register.	" ...	
9	Legislative Council "To" Register	" ...	
10	Register of Law Journals and Gazettes. .	" ...	
11	Register of applications for Munsiff's appointment.	" ...	
12	Power Register	" ...	
13	Register of Travelling Allowance Bills of Police Officers.	" ...	
14	Register of Contingent Bills of the Press Office.	Branch V ...	
15	Cash Book—Ledger of daily receipts and expenditure.	" ...	Rule 348 of the G. R. S. Office Manual.
16	General Ledger—A classified abstract of monthly totals of cash book.	" ...	Rule 349 of the G. R. S. Office Manual.
17	Detailed Ledgers	" ...	
18	Acquittance Roll—Register of disbursement of pay and allowances	" ...	Rule 357 of the G. R. S. Office Manual.
19	Contingent Register—Ledger of daily expenditure against advances drawn for Contingencies	" ...	Rules 350-1 of the G. R. S. Office Manual.
20	Furniture Register	" ...	Rule 368 of the G. R. S. Office Manual.
21	Register of leave of clerks ...	" ...	Rule 346 para (3) of the G. R. S. Office Manual.
22	Register of leave of menial servants	" ...	Do
23	Clothing Register	" ...	

(b) *Special Registers maintained, etc.—concl'd.*

Sl. No.	Name of register	Branch responsible	Authority under which the register is maintained
24	Savings Association Accounts ...	Branch V ...	
25	Stationery Register (Receipts and Issue).	" ...	Rules 370-3 of the G. R. S. Office Manual.
26	Register of books purchased ...	" ...	
27	Register of undisbursed pay and allowances.	" ...	
28	Register of applications for appointment in the G. R. S.	" ...	
29	Abstract Register of late attendance of officials and menials.	" ...	Rule 29 of the G. R. S. Office Manual.
30	Site Value Recovery Register ...	" ...	
31	House-building advance Recovery Register.	" ...	
32	Insurance Register ...	" ...	
33	Register of Muzrai appeals ...	Branch VII	
34	Register of estimates of repairs to muzrai institutions sanctioned by Deputy Commissioners up to a limit of Rs. 50.	" ...	
35	Dewan's Interview Petition Register (General).	Branch VIII	Rule 28 of the E. A. Manual.
36	Dewan's Interview Petition Register of Branches (8).	" ...	Rule 28, para (6), E. A. Manual.
37	Register of complaint cases ...	" ...	Rule 26, para (6), E. A. Manual.
38	Newspaper Register ...	" ...	
39	Residency "From" Register ...	General Despatch Section	Rule 115 of the G. R. S. Office Manual.
40	Residency "To" Register ...	" ...	Do
41	The Dak or Post Book ...	" ...	Do
42	Register of fortnightly list of cases disposed of.	" ...	
43	Register of tappals sent to Branches	" ...	
44	Register of petitions sent to Branches.	" ...	
45	Diary of current files ...	General Records.	
46	Diary of old files ...	" ...	
47	Journal of Council Meetings ...	Council Section.	
48	Journal of cases disposed of by circulation.	" ...	

CHAPTER III.
REPORTS AND RETURNS OF OFFICE BUSINESS COMPILED IN THE GENERAL AND
REVENUE SECRETARIAT.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which prepared	Remarks
1	Attendance Roll	Branches ...	Daily ...		Rules 27-30 of the G. R. S. Office Manual Rule 5 of Manual of Essentials for Secretariats.	
2	Abstract of cases disposed of ...	Do ...	Weekly ...		Rules 298 and 300 of the G. R. S. Office Manual.	
3	Suspend list A. List of unanswered references from the Departments.	Do ...	Fortnightly	5th and 20th of every month.	Rules 301 to 307 of G. R. S. Office Manual and Rule 33 of Manual of Essentials for Secretariats.	
4	Suspend list B. List of other Suspend cases not included in arrear lists.	Do ...	Monthly ...	7th of every month		
5	List of Periodical Reports and Returns.	Do ...	Do ...	15th of every month.	Rules 298 and 308 of the G. R. S. Office Manual and Para 5 of Appendix 1 B of Manual of Essentials for Secretariats.	
6	Recorders report of progress in recording and printing proceedings.	Do ...	Do ...		Rule 298 (v) of the G. R. S. Office Manual.	
7	Arrear lists of cases remaining undisposed.	Do ...	Do ...		Rules 298 (vi) and 309-10 of G. R. S. Office Manual, and Rule 33 of Manual of Essentials for Secretariats.	
8	Return showing the disposal of petitions received from the Private Secretary to His Highness.	Do ...	Do ...		Rule 309 of the G. R. S. Office Manual.	

9	Schedule of the G. R. S. Establishment.	Branch V ...	Annual ...	30th September.	
10	Gradation List of Clerks and Menials in G. R. S.	Branch V ...	Half-yearly		Rule 22 of the G. R. S. Office Manual.
11	Return of appointments and promotions in G. R. S.	Do ...	Quarterly ...	Soon after the close of the quarter.	As per His Highness' Orders.
12	Supplement to Library Catalogue, G. R. S.	Librarian ...	Do ...	Do ...	Rule 331 of the G. R. S. Office Manual.
13	Report on the working of the Secretariat.	Registrar ...	Half-yearly	Soon after the close of the Half-year.	
14	Return showing the disposal of Administration Reports.	Branch V ...	Annual ...		As per Dewan's Orders.
15	Abstract of important references received.	G1, Des. Secn.	Daily ...	...	...
16	Abstract of Newspaper intelligence to be submitted to Dewan.	Branch VIII	Do ...		Do
17	Abstract of Disposal of Dewan's Interview Petitions.	Do ...	Monthly ...	10th of every month.	Para 9, Rule 23 of E. A. Manual.
18	Report of work done in E. A. Branch	Do ...	Do ...	Do ...	Rule 43 of E. A. Manual.
19	Abstract of E. A. Register of Irregularities.	Do ...	Do ...	Do ...	Para 8, Rule 27 of E. A. Manual.
20	Statement of delay in the submission of reports and returns to Residency, etc.	Do ...	Once in two months.	15th of every alternate month.	Rule 40 of E. A. Manual.

CHAPTER III—*concl'd*

Sl. No	Name of report or return	By whom sent	For what period	When due	Orders under which prepared	Remarks
21	Statement of officers stationed at one place for more than three years.	Branch VIII	Quarterly ...	Soon after the issue of Civil List.	Rule 44 of E. A. Manual.	
22	Report on the working of the Efficiency Audit Branch.	Do ...	Annual ...		Rule 45 of E. A. Manual.	
23	General Administration Report of the State.	Branch V ...	Do ...			Due in Residency on 15th Dec. (mans.) and 31st December (final).

CHAPTER IV.

Periodical Reports and Returns received from subordinate offices and dealt with in the General and Revenue Secretariat.

1. *Due from all or nearly all Departments.*

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
1	Budget estimates ...	Heads of Departments.	Annual ...			
2	Schedule of Establishment ...	Heads of Departments.	Do ...	1st September	No. G. 1475-514—G. M. 139-13-1, dated 18th August 1913 and G. 5495-535—G. M. 113-14, dated 21st January 1914.	
3	Confidential Report on the work of Gazetted Officers.	Heads of Departments & Deputy Commissioners.	Half-yearly	1st August ... 1st February	No. G. 5256-93—G. M. 233-14-1, dated 23rd November 1914 and G. O. No. G. 10846-55—G. M. 233-14-8, dated 9th April 1915.	
4	Confidential Report regarding officials drawing Rs. 70 and above.	Heads of Departments & Deputy Commissioners.	Annual ...	Not later than 15th July.	G. O. No. G. 3137-76—G. M. 212-15-1, dated 6th September 1915.	
5	Return of officials drawing a pay of Rs. 70 and upwards ...	Heads of Departments.	Half-yearly	7th January & 7th July.	G. O. No. Fl. 5498-589—S. R. 186-05-8, dated 23th April 1908.	
6	Return of exemptions granted under clerkship rules.	Heads of Departments & Deputy Commissioners.	Quarterly ...	31st January, 30th April, 31st July and 31st October.	G. O. No. 75—E. A. G. 40, dated 24th November 1916.	

CHAPTER IV—*contd.*
Due from all or nearly all Departments.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
7	Return of retired officials ...	Heads of Departments & Deputy Commissioners.	Quarterly ...	15th January, 15th April, 15th July and 15th October.	G. O. No. P. and A. 846-95, dated 25th November 1903.	
8	List of dismissed officials ...	Do ...	Do ...	Do ..	G. J. No. G. 1214-52—G. F. 124 of 1903-4, dated 2nd September 1904.	
9	List of officers who have entered service on special conditions.	Heads of Departments.			G. O. No. O. M. 15883-922—G. M. 523-15-2, dated 20th May 1916.	
10	List of superannuated officers ...	Do ...	Annual ...	1st December	G. O. No. G. 18-57—G. M. 258-06-14, dated 2nd July 1907.	
11	List of Europeans in the service of the State.	Heads of Departments & Deputy Commissioners.	*Annual ...	7th January...	G. O. No. 5796-836—G. M. 181-06-55, dated 23rd March 1907.	Due in Residency on 31st January * Calendar year.
12	Report on the death of European Officers not members of the I. C. S. and Pensioners in the State.	Do ...	Monthly ...	7th of every succeeding month.	G. O. No. G. 1201-50—G. M. 77-10-7, dated 25th August 1910.	Due in Residency on same dates.
13	List of appointments of members of backward communities.	Heads of Departments & Deputy Commissioners.	Annual ...	At the end of every calendar year.	G. O. No. 79—E. A. G., dated 20th December 1916.	

14	Inspection Reports	Heads of Offices.	Annual		G. O. No. 10870-10918—E. A. 43-14-1, dated 10th April 1915.
15	List of petitions under the rules for the disposal of petitions.	Officers receiving more than 50 petitions a year.	Quarterly		Para 24 of G. O. No. 8721-70—E. A. 33-14-1, dated 11th February 1915.
16	Statistics of business	Heads of Departments & Deputy Commissioners.	Do	31st July and 31st January.	G. O. No. 685-726—E. A. 8-15-1, dated 28th October 1915 and G. O. No. 727-734—E. A. 8-15-2, dated 28th October 1915.
17	Four statements of Heads of Departments.	Heads of Departments.	Monthly		G. O. No. 143—E. A. G., dated 21th August 1916.
18	List of unanswered references	Heads of Departments.	Do	15th of the succeeding month.	Rules 15 and 16 of the General Rules of Office Procedure. <i>Vide</i> G. O. No. 5203-51—E. A. 4-14, dated 23rd November 1914.
19	List of Departmental Circulars	Do	Do	5th of the succeeding month	G. O. No. 7405-45—Edn. 422-07-9, dated 6th February 1909.
20	Demand, Collection and Balance Statements in respect of supplies made on credit.	Heads of Departments (except P. W. & Geological Departments).	Half-yearly.	1st February and 1st August.	G. O. No. 6438-78—San. 54-10-56, dated 9th March 1912.
21	List of articles of furniture and books of each office.	Heads of Departments.	Annual	Soon after close of the official year.	

CHAPTER IV—contd.

2. Due from particular Departments only.

Revenue Branch.

Serial No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
1	List of candidates eligible for Amildari and Deputy Amildari.	Certain Heads of Departments. Revenue Commissioner.	Annual ...	31st May ...	G. O. No. R. 2565-2612—L. R. 35-14-33, dated 2nd September 1916.	
2	Report on men eligible for appointments on Rs. 50 and above in the Revenue Department.		Half-yearly		G. O. No. R. 6701-10—L. R. 173-14-1, dated 3rd February 1915.	
3	Statement of appointments made by Revenue Commissioner.	Do ..	Do ...	1st February & 1st August.	G. O. No. R. 3105-44—L. R. 212-06-1, dated 11th September 1906.	
4	Statement of horses and saddlery ...	Do ...	Do ...	31st January & 31st July.	Notification No. R. 4524, dated 10th June 1903.	
5	Demand, Collection and Balance statement of Land Revenue.	Do ...	Monthly ...	31st of the succeeding month	No. R. 5042-80—L. R. 199-06-2, dated 15th November 1906.	
6	Progress report in Inam Village Accounts.	Do ...	Do ...		No. R. 5012-80—L. R. 199-06-2, dated 15th November 1906.	
7	Review of Inam Villages under Government management.	Do ...	Annual ...	15th September.		
8	Return of alienations sanctioned by Revenue Commissioner.	Do ...	Half-yearly	15th February and 15th Aug.	G. O. No. R. 3105-44—L. R. 212-06-1, dated 11th September 1906.	
9	Return of refunds sanctioned by Revenue Commissioner.	Do ...	Do ...	Do ...		

10	Return of remissions of irrecoverable arrears sanctioned by Revenue Commissioner.	Do	...	Half-yearly	Do	...	G. O. No. R. 8105-14—L. R. 212-06-1, dated 11th September 1906.
11	Progress reports of Tank Panchayats	Do	...	Do	...	20th July and 20th January	G. O. No. R. 8023-31—L. R. 188-14-51, dated 18th March 1915.
12	Progress reports on the restoration of Minor Tanks.	Do	...	Do	...		G. O. No. R. 2440-87—R. 408-14-1, dated 11th December 1914.
13	Report on the working of the Minor Tank Restoration Scheme.	Do	...	Annual	...	1st July	G. O. No. R. 5042-89—L. R. 408-14-40, dated 29th August 1916.
14	Progress report of Village Committees	Do	...	Quarterly	...	End of the month following the quarter	G. O. No. R. 6911-19—L. R. 10-14-93, dated 10th February 1915.
15	Itineration report of Deputy Commissioners.	Do	...	Do	...	20th January 20th April 20th July 20th October	
16	Administration report of the Revenue Department.	Do	...	Annual	...	1st October	
17	Administration report of the Civil Veterinary Department.	Do	...	Do	...	15th September	
18	Inspection report of the Inam Superintendent's office.	Inam Superintendent.	...	Do	...	Within a month of the completion of inspection.	G. O. No. 945—E. A. 43-14-45, dated 1st December 1915.
19	Report on Inam Settlements	Superintendent of Inam Settlements.	...	Do	...	1st September	

CHAPTER IV—contd.

Revenue Branch.

Serial No.	Name of report or return	By whom sent	For what period	When due	Order under which submitted	Remarks
20	Season and crop report ...	Revenue Commissioner.	Annual ...	End of December.	G. O. No. R. 246-68—Agri. 3-16-3, dated 6th July 1916.	
21	Retail prices statement ...	Do ...	Fortnightly	7th and 22nd of every month.	G. O. No. R. 4115-21—R. M. 712-04-21, dated 25th October 1906.	Due in Residency on same date.
22	Whole-sale prices statement ...	Do ...	Do ...	Do ...		
23	Report of Emigration and Immigration.	Deputy Commissioners.	Do ...	Do ...		
24	Statement of wages ...	Revenue Commissioner.	Half-yearly	6th January & 6th July.	G. O. No. 6152-9—R. 2010, dated 10th January 1898.	Due in Residency on 7th January & 7th July.
25	Rainfall statement in the catchment areas of rivers.	Deputy Commissioners of Districts.	Monthly ...	15th of the succeeding month	G. O. No. R. 1280-9—Agri. 14-16-148, dated 29th July 1916.	Due in Residency on the 20th.
26	Rainfall Registration report ...	Meteorological Reporter.	Annual ...	31st January...		
27	Cotton forecasts ...	Revenue Commissioner.	Bi-monthly	25th of the month following the quarter.	G. O. No. R. 927-35—Agri. 70-14-15, dated 21st July 1905 and G. O. No. R. 3543-51—Agri. 43-05-4, dated 16th September 1905. G. O. No. R. 6048-58—Agri. 1-15-6, dated 21st December 1915.	Due in Residency on 1st Feb. 1st April, 1st June, 1st Aug. 1st Oct. & 1st Dec.

28	Wheat forecasts ...	Revenue Commissioner.	Quarterly...	10th February, 10th May, 10th August & 10th Nov.	G. O. No. R. 9740-1—Agri. 93-06-5, dated 4th May 1907.	Due in Resi- dency on 20th Feb. 20th May, 20th Aug. and 20th Nov.
29	Final forecasts of ragi and paddy ...	Do ...	Annual ...	5th March ...	G. O. No. R. 7825-93—Agri. 125-08- 5, dated 31st March 1909.	Due in Resi- dency after re- ceipt.
30	Do sugar-cane ...	Do ...	Do ...	5th May ...	G. O. No. R. 5059-67—Agri. 8-12-3, dated 18th March 1913.	
31	Tables of Agricultural Statistics ...	Do ...	Do ...	15th October...	G. O. No. R. 3258-66—Agri. 74-12-4, dated 11th December 1912 and G. O. No. R. 4475-85—Agri. 28-15-2, dated 4th November 1914.	Due in Resi- dency on 1st Nov.
32	Return of cotton goods ...	Deputy Com- missioner, Bangalore.	Monthly ...	10th of every succeeding month	G. O. No. R. 157-65—R. M. 9-05-11, dated 6th July 1906. G. O. No. R. 1768-76—R. M. 9-06-7, dated 9th September 1906.	Due in Resi- dency on the 20th.
33	Programme of Inspection of rain- gauges.	Deputy Com- missioners.	Annual ...	31st January...	G. O. No. R. 6001-11—Mis. 161-05-2, dated 18th November 1905.	
34	Report on the Inspection of rain- gauges.	Do ...	Do ...	Do ...		
35	Statement of cattle mortality ...	Do ...	Quarterly...	15th February, 15th May, 15th August & 15th November.		
36	Do ...	Do ...	Annual ...	15th September		
37	Statement of woollen mills ...	Deputy Com- missioners.	Do ...	1st March ...	G. O. No. R. 9727-35—Agri. 80-14-2, dated 7th May 1915.	Due in Resi- dency on 1st April.

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CHAPTER IV—*contd.*
Revenue Branch.

Serial No.	Name of report or return	By whom sent	For what period	When due	Order under which submitted	Remarks
38	Statement of cotton mills ...	Deputy Commissioners.	Annual ...	1st May ...	G. O. No. R. 1768-76—R. M. 9-06-7, dated 9th August 1906.	Due in Residency on 1st June.
39	Work done by officers in the Survey Department.	Survey Superintendent.	Quarterly ...		R. 7515-24—L. S. 7-14-8, dated 26th February 1915.	
40	Report on Survey operations ...	Superintendent, Revenue Survey.	Annual ...	1st March ...		
41	Report on the condition of boundary marks.	Do ...	Do ...	Soon after the end of the official year.		
42	Demand, Collection and Balance statement of Forest Revenue.	Conservator...	Quarterly ...	20th of the month following the quarter.	No. R. 4802-12—Ft. 179-14-4, dated 15th November 1915.	72.
43	Progress reports in the constitution of village forests.	Revenue Commissioner.	Do ...	20th January & July.	G. O. No. R. 8032-41—Ft. 127-14-2, dated 18th March 1915.	
44	Progress report of Forest Settlement operation.	Conservator...	Monthly ...	Last day of the succeeding month.	G. O. No. R. 291-8—2420-7, dated 7th November 1902.	
45	Report on the working of the Kunibi Settlements.	Do ...	Annual ...	31st July ...	G. O. R. 3244-7—Ft. 129-10-12, dated 11th December 1912.	
46	Journal of Game Preserves Officer ...	Conservator of Forests.	Monthly ...	10th of succeeding month.	G. O. 1757-68—Ft. F. 29-95, dated 12th January 1901.	
47	Administration report of the Forest Department.	Conservator of Forests.	Annual ...	1st October ...		

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48	Report on the sale of sandalwood ...	Do ...	Do ...	Soon after sales.	
49	Statement showing disposal of proceedings on Section 73 of the Forest Regulation <i>re</i> damage to sandalwood.	Revenue Commissioner.	Quarterly ...	31st January, 30th April, 31st July and 31st October	

CHAPTER IV—contd.

Financial Branch.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
1	State Budget Estimates ...	Comptroller...	Annual ...	5th March ...	G. O. No. Fl. 3396-444—G. F. 107-16-1, dated 19th December 1916.	
2	Ways and Means Estimate ...	Do ...	Do ...	5th March ...	Do	
3	Finance and Revenue Accounts ...	Do ...	Do ...	15th April ...	G. O. No. Fl. 7801—G. F. 46-04, dated 17th April 1905.	
4	Report on resource operations ...	Do ...	Do ...	1st January ...	G. O. No. 1150-1192—18 of 1901-02, dated 7th February 1903.	
5	List of Audit Objections ...	Do ...	Do ...	31st December	G. O. No. 1150-1192—18 of 1901-02, dated 7th February 1903.	
6	Review of balances ...	Do ...	Do ...	Do ...	Do	
7	Statement of Loans and Advances ...	Do ...	Do ...	Do ...		
8	Report on Savings Banks ...	Do ...	Do ...	Do ...	G. O. No. Fl. 1964-2006—G. F. 1-05-2, dated 15th September 1905.	
9	Appropriation Report ...	Do ...	Do ...	15th May; ...	G. O. No. 1150-1192—18 of 1901-02, dated 7th February 1903.	
10	Report on the working of the State Life Insurance.	Secretary, Life Insurance Committee.	Do ...	30th November		
11	Inspection Report of the office of Secretary, Life Insurance Committee.	Do ...	Do ...	Soon after account audit.	G. O. No. 944—E. A. 43-14-14, dated 1st December 1915.	

12	Resource Estimate	Comptroller...	Monthly ...	15th of the succeeding month.	G. O. No. 1150-1192-18 of 1901-02, dated 7th February 1903.
13	Revenue Statistics	Do ...	Do ...	After compilation of accounts	G. O. No. 1150-1192-18 of 1901-02, dated 7th February 1903.
14	Statement of affairs in the Mysore Bank.	Do ...	Weekly ...		D. O. letter Fl. 2575-B. 19-13-19, dated 17th December 1913.
15	Return of Dewan's Deposit Accounts in the Madras Bank.	Do ...	Do ...		Part I of G. O. No. Fl. 602-G. F. 204-10-6, dated 7th August 1911.
16	Do	Do ...	Monthly ...	20th of the succeeding month.	Part II of G.O. No. Fl. 602-G.F. 204-10-6, dated 7th August 1911.
17	Inspection Report of the State Huzur Treasury.	Do ...	Do ...	8th of the succeeding month.	
18	Cash Balance Report of Treasuries in Mysore.	Do ...	Do ...	20th of the succeeding month.	G. O. No. 1150-1192-18 of 1901-02, dated 7th February 1903.
19	Statement of Royalty account with Messrs. Coutts & Co., London.	Do ...	Do ...	10th of the succeeding month.	Part III of G. O. No. Fl. 602-G. F. 204-10-6, dated 7th August 1911.
20	General statements of Civil Accounts	Do ...	Do ...	25th of the succeeding month.	G. O. No. 1150-1192-18 of 1901-02, dated 7th February 1903.
21	Personal Estate Accounts of the Palace Special Fund of His Highness the Maharaja, the Yuvaraja and the Maharaj Kumaries.	Do ...	Do ...	After receipt and compilation of accounts.	

CHAPTER IV—*contd.**Financial Branch.*

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
22	Demand, Collection and Balance statements of Abkari Revenue.	Excise Commissioner.	Monthly ...	20th of the 2nd month after that to which they relate.	G. O. No. 451-60-7, dated 25th April 1890.	
23	Statement of Breweries in operation in the State.	Do ...	Annual ...	5th January...	G. O. No. 451-60-7, dated 23rd April 1890.	Due in the Residency on 10th January.
24	Bill of cost of the Distillery establishment debitable to Civil and Military Station.	Do ...	Do ...	1st May ...		Due to Residency.
25	Statement of Remissions and Refunds sanctioned by the Excise Commissioner.	Do ...	Quarterly ...	Due in the month following the quarter.	No. Fl. 3109-18—S. R. 227-09-6, dated 4th January 1910.	
26	Report on the Administration of the Excise Revenue in the State.	Do ...	Annual ...	15th October	G. O. No. G. 684-723—G. R. 10-15-6, dated 4th August 1905.	
27	Statement of Stamps supplied to the Resident's Treasury.	Comptroller...	Monthly ...	15th of the succeeding month.		Due in the Residency before 20th.
28	Report on the Administration of the Stamp Department.	Stamp Commissioner.	Annual ...	1st October ...	G. O. Fl. 9083-125—S. R. 140-06-12, dated 8th June 1907.	

CHAPTER IV—*contd.*
Judicial and Legislative Branch.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
1	Report on the condition of Tonga Ponies.	District Magistrates.	Half-yearly	31st January and 31st July.	J. 3114-23—Legis. 43-11-6, dated 18th April 1913.	Due in Residency on 30th June.
2	Return of rules and regulations relating to the protection of industrial property.	Do ...	Annual ...			
3	Report on the working of the Merchandise Marks Regulation.	District Magistrates.	Do ...	1st September	G. O. No. J. 2302-9—Legis. 12-15-9, dated 15th December 1915.	
4	Report on the working of the Mysore Mines Regulation.	District Magistrate, Kolar, thro' I. G. of Police.	Do ...	15th August ...	J. 2557—Legis. 5-05-10, dated 28th July 1906.	
5	Report on the working of the Mysore Factories Regulation.	District Magistrates.	Do ...	10th April ...		
6	Return of offences against the King's coinage.	Registrar, Chief Court.	Do ...	10th February		
7	Do trial of criminal cases by Magistrates outside their Headquarters.	District Magistrates through the Chief Court.	Quarterly ...	Before the close of the month following the quarter.	G. O. No. 289-300—Cts. 332-14-2, dated 24th July 1915.	
8	Return of trial of Americans or non-British Europeans.	Special Magistrate, K. G. F.		Soon after the framing of charge and on the termination of trial.	G. O. No. J. 2018-27, dated 22nd January 1906, amended by No. J. 2426-37—Cts. 200-05-17, dated 9th March 1906 G. O. No. J. 2917-25—Cts. 215-06-2, dated 21st March 1907, and G. O. No. J. 750-2 Cts. 299-14-6, dated 11th August 1916.	

CHAPTER IV—*contd.*
Judicial and Legislative Branch.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
9	Report on the Administration of Civil Justice in Mysore.	Registrar, Chief Court of Mysore.	Annual ...	1st October ...		
10	Report on the Administration of Criminal Justice.	Do ...	Do ...	Do ...		
11	Return of persons surrendered under the Indian Extradition Act to the Courts in the Mysore State.	District Magistrates, Chief Commandant, M. S. T.	Half-yearly	10th January and 10th July.		Due in Residency on 10th Feb. and 10th Aug.
12	Statement of persons surrendered for trial outside the State.	Do ...	Do ...	15th Feb. and 15th Aug.	G. O. No. J. 2578—Cts. 117-08-18, dated 9th March 1909.	
13	Do crimes relating to counterfeit coins.	I. G. of Police.	Annual ...	15th February		Due in Residency on 1st March
14	Do prosecutions under Infant Marriage Regulation.	Do ...	Do ...	31st July ...	G. O. No. 2491—Pol. 109-15-3, dated 22nd December 1915.	
15	Report on the working of Games Preserve Regulation.	Do ..	Do ...	1st March ..		
16	Statement of rewards to Police Officers	Do ...	Quarterly ...	5th January, 5th April, 5th July and 5th October.		
17	Bill of cost of Police Force employed on Railways.	Comptroller ...	Do ..	20th February, 20th May, 20th August and 20th November.		

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18	Report on the working of the Arms Regulation and Rules thereunder.	I.-G. of Police	Annual ...	1st March ...		
19	Report on the working of Game and Fish Preservation Regulation.	Do ...	Do ...	Do ...		
20	Report on the working of Coffee Stealing Prevention Act.	Do ...	Do ...	1st May ...		
21	Report on the Administration of the Police Department.	Do ...	Do ...	1st October ...		
22	Return of escapes of prisoners from Lock-ups and their re-capture.	I.-G. of Prisons	Quarterly ...	5th January, 5th April, 5th July and 5th October.	G. O. No. 15862-91—J. 1585, dated 27th May 1901.	
23	Returns and reports of Jails and Lock-ups.	Do ...	Annual ...		Section 9, Mysore Jail Manual.	
24	Report of Criminal lunatics of the C. & M. Station, confined in the Lunatic Asylum Bangalore.	Do ...	Half-yearly	31st July and 31st January.		Due in Residency on 31st Jan. and 31st July.
25	Bill of cost of the maintenance of prisoners of Civil and Military Station.	Do ...	Annual ...	10th January..	G O. No. 5117-8—J. 584 dated 30th October 1896.	Due in Residency on 28th Feb
26	Report on the Administration of the Prisons Department.	Do ...	Do ...	1st May ...		
27	Report on the Administration of the Registration Department.	I.-G. of Registration.	Do ...	1st October ...		
28	Return of temporary employment of Sub-Registrars.	Do ...	Do ...	15th August...		

CHAPTER IV—*contd.*
Judicial and Legislative Branch.

Serial No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
29	Return of variations in the Capital of Companies.	Registrar of Joint Stock Companies.	Half-yearly	15th January and 15th July.		Due in Residency on 31st January and 31st July.
30	Statement of Companies Registered in the State.	Do ...	Monthly ...	2nd of the succeeding month.		
31	Report on the working of the Companies in the State.	Do ...	Annual ...	15th May ...		

CHAPTER IV—*contd.*
Local Fund and Sanitary.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
9	Review of Local Fund works inspected	Deputy Commissioners.	Quarterly...	20th of the month following the quarter.	G. O. No. 8181-93—Ml. 257-14-1, dated 20th April 1915.	
10	Final Local Funds General Accounts	Comptroller...	Annual ...	15th January		
11	Proceedings of Municipal Meetings...	Presidents ...	Monthly ...		G. O. 14175-84—J. F. 377-92, dated 22nd February 1893 and Article 362 of Municipal Account Manual.	
12	Abstract Municipal Fund Accounts	Comptroller...	Do ...	20th of the succeeding month.	G. O. No. 6000—Ml. 218-09-1, dated 19th January 1910.	
13	Statement of Municipal Meetings ...	Presidents, Municipalities.	Do ...	Do ...	G. O. No. 7421-9—Ml. 242-14-1, dated 24th March 1915.	
14	Statement of suits relating to Municipalities.	Presidents, Municipalities.	Quarterly ..		G. O. No. 6985-95—Ml. 70-18-16, dated 15th January 1914.	
15	Progress Reports of Committees for Municipal Activities.	Presidents of Bangalore & Mysore City Municipalities & Deputy Commissioners.	Do ...	20th of the month following the quarter.	G. O. No. 2100-9—Ml. 99-14-12, dated 11th September 1915.	

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16	Administration Reports of Municipalities.	Presidents of Municipalities.	Annual ...	30th September	G. O. No. 1104-20—Ml. 83-10-2, dated 2nd August 1910 as revised in G. O. No. 9545-7—Ml. 138-12-10, dated 31st May 1913.
17	Accounts of the Mysore City Improvement Trust Board.	Comptroller...	Half-yearly	31st January and 31st July.	Section 33 of the Mysore City Improvement Regulation, III of 1903.
18	Report on the working of the Trust Board, Mysore.	Chairman, City Improvement, Mysore.	Annual ...	30th September	
19	Proceedings of the Mysore City Improvement Trust Board.	Do ...	Monthly ...		
20	Bill for the maintenance of lunatics of the Civil and Military Station, Bangalore.	Do ...	Quarterly ...		
21	Bill for the maintenance of lepers of the Civil and Military Station, Bangalore.	Do ...	Do ...		
22	Dispensary Statistics	Do ...	Annual ...	25th March ...	
23	Statement of poor fund account, Victoria Hospital.	Do ...	Do ...		No. 9273-1—Med. 165-04-4, dated 8th April 1905.
24	Report on the working of levy of fees in Hospitals at Bangalore and Mysore.	Do ...	Do ...	1st September	G. O. 3820-70—Med. 231-13-4, dated 26th November 1915 and G. O. No. 4877-81—Med. 83-15-2, dated 5th January 1916.

Due in Residency on 31st March.

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CHAPTER IV—*contd.*
Local Fund and Sanitary.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
25	Confidential Report on British Medical Officers lent to the State.	Senior Surgeon.	Annual ...			Due in Residency on 15th December.
26	Report of official visitors on criminal lunatics of the State.	Do ...	Do ...	5th January		
27	Report of official visitors on criminal lunatics of the Civil and Military Station.	Do ...	Do ...	15th January		
28	Report on Special Hospitals and Dispensaries (Calendar year).	Do ...	Do ...	1st May ...	G. O. No. G. 4109-20, dated 16th February 1901.	
29	Report on Hospitals and Dispensaries (Calendar year).	Do ...	Do ...	Do ...		
30	Report of Chemical Examiner and Bacteriologist (Calendar year).	Do ...	Do ...	Do ...		
31	Cholera Reports ...	Amildars ...	Daily ...	When disease is prevalent.		
32	Plague Reports of Bangalore, Mysore and Civil and Military Station, Bangalore.	Health Officers, Mysore, Bangalore and the Residency.	Weekly ...			
33	Plague Report of Mysore State ...	Sanitary Commissioner.	Do ...			

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Due in Residency.

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34	Do	Madras Presidency	Residency and Bombay Government.	Do	...		
35	Do	Bombay Presidency	Residency and Bombay Government.	Do	...		
36	Report on disinfections	...	Sanitary Commissioner.	Monthly	...		
37	Statement of places declared free from plague.		Do	...	Bi-monthly.		
38	Plague Administration Report (for official year).		Do	...	Do	30th September.	
39	Progress Report on Malnad Improvement.		Do	...	Monthly		G. O. No. 9088-92—Sany. 73-14-20, dated 18th May 1915.
40	Do do	...	Do	...	Half-yearly		G. O. No. 5691-5—Sany. 40-15-8, dated 5th February 1916.
41	Report on the Administration of the Sanitary Department (Calendar year).		Do	...	Annual	1st May	...
42	Vaccination Report (Calendar year)		Do	...	Do	Do	...
43	Review of Vital Statistics of Districts		Do	...	Quarterly		G. O. No. 1025-75—Sany. 75-13-23, dated 5th August 1915 and G. O. 664-714—Sany. 71-15-3, dated 10th March 1916.

CHAPTER IV—*contd.*
General Branch.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
1	Audit Report of accounts of the Government Press.	Comptroller ...	Annual ...			
2	Report on the working of the Government Press.	Superintendent, Govt. Press.	Do ...	15th August ...		
3	Report on the working of the Stationery Depot.	Superintendent, Stationery.	Do ...	Do ...		
4	Present state of Mysore Imperial Lancers.	Chief Commandant, M. S. T.	Quarterly ...	7th January, 7th April, 7th July and 7th October.		Due in Residency. 83
5	Return of Mysore Imperial Service Lancers.	Do ...	Monthly ...	10th of succeeding month.		Due in Residency on same date.
6	Return of Imperial Service Transport Corps.	Do ...	Do ...	Do ...		Do
7	Musketry Progress Return ...	Do ...	Quarterly ...	7th January, 7th April, 7th July and 7th October.		Do
8	Gradation List of officers of the Mysore Army.	Do ...	Do ...	Do ...		

9	Return of Armaments, Military Forces and Fire Arms.	Do	...	* Annual ...	7th January ...		* Calendar year. Due in Residency on 15th Jan.
10	Return of field stretchers in Military Stores.	Do	...	Monthly ...	10th of succeeding month.		
11	Report on the death of retired officers of Imperial Service Troops who are members of the order of British India.	Do	...			G. O. No. 2782-4—Military 48-13-2, dated 25th September 1913.	Due in Residency.
12	Report on the working of the Mysore Military Forces.	Do	...	Do ...	1st September		
13	Report on the working of the Kunigal Stud Farm.	Do	...	Do ...	Do ...		
14	Report on the working of the Amrut Mahal Department.	Do	...	Do ...	Do ...		
15	Confidential Report on lent officers liable to revert to Military Department.	Do	...	Annual ...	7th January ...		Due in Residency on 15th January.
16	Return of fire arms and armed police	L.-G. of Police		Do ...	7th January ...		Calendar year. Due in Residency on 15th Jan.
17	Return of Bar Gold produced in the Mines of the State.	Director of Mines and Geology.		Monthly ...	Before 22nd of the succeeding month.	G. O. No. 3600-113-93, dated 26th July 1900.	Due in Residency on 25th of the succeeding month.

CHAPTER IV—contd.
General Branch.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
18	Statement of gold extracted and shipped to England, etc.	Comptroller...	Quarterly ...	30th January, 30th April, 30th July and 30th October.	G. O. No. 3600—113-93, dated 26th July 1900.	Due in Residency.
19	Report of Accidents connected with Explosives.				No. 253-267—S. Geol., dated 7th November 1902.	
20	Report of Fatal Accidents ...				G. 9372—G. M. 292-14-3, dated 26th February 1915.	
21	Progress report on the working of the Departments of Mines and Geology.	Director of Mines and Geology.	Quarterly ...			
22	Records of the Geological Department Scientific Publication.	Do ...	Annual ..		96-97—S. Geol., dated 29th July 1901.	
23	Statistics of Mineral Production in Mysore.	Do ...	Do ...	15th August ...	R. 6052-19—R. M. 66-07, dated 20th March 1908.	
24	Reports of Gold Mining Companies.	Do ...	Do ...	Soon after receipt.	Residency letter No. 3051, dated 25th August 1896.	
25	Inspection report of the Offices of the Geological Department.	Director of Mines and Geology and Chief Inspector of Mines.	Do ...		G. O. No. 949-50—E. A. 43-14-48, dated 1st December 1915.	
26	Administration Report of the Departments of Mines and Geology.	Do ...	Do ...	15th September.		

27	Report of Chief Inspector of Mines...	Chief Inspector of Mines.	Do ...		L	
28	Report of Chief Inspector of Explosives.	Do ...	Do ...	1st May ...		
29	Confidential Report on lent officers belonging to the Departments of Agriculture, Commerce and Public Works.	Secretary, Public Works Department, Railway Secretary, etc. Comptroller...	Do ...	7th January ...		Due in Residency on 7th January.
30	Civil List	Comptroller...	Quarterly ...	1st January, 1st April, 1st July and 1st October.	Chief Secretary's letter No. 312-14, dated 8th April 1886 and G. O. No. 9326—G. F. 43-92, dated 12th December 1893 and G. O. No. G. 2397-99—G. M. 79-06-5, dated 15th October 1906.	
31	History of Services of Gazetted Officers.	Comptroller...	Annual ...			
32	History of Services of Amildars and Deputy Amildars.	Do ...	Do ...			
33	Progress Report on Architectural port folio.	Director in charge of Archaeology.	Quarterly ...	7th January, 7th April, 7th July and 7th October.	G. O. No. 989-4—G. M. 40-09-18, dated 15th August 1910.	
34	Report on the condition of Syed Ibrahim's Tomb at Channapatna. (Calendar year.)	Chief Engineer.	Annual ...	31st January...	G. O. No. 12599-600—G. F. 41-92, dated 20th January 1893.	Due in Residency on 31st January.
35	* Statement of newspapers, and periodicals in the State.	Deputy Commissioners and I.-G. of Police.	Do ...	15th January		* For Calendar year. Due in Residency on 31st January.
36	Administration Report of P.W.D. ...	Chief Engineer	Do ...	15th October	G. O. No. G. 684-723—G. R. 10-15, dated 4th August 1905.	

CHAPTER IV—*contd.*
General Branch.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
37	Statement of Incidents in the Services of P. W. officers lent to the State.	Secretary, P. W. D., Railway Secy. etc.	Monthly ...	6th of the succeeding month.		Duo in Residency on the 10th of the succeeding month.
38	Promotion recommendation rolls of Imperial P. W. Officers.	Chief Engineer	* Annual ...	7th January ...		* Calendar year. Duo in Residency on 7th January.
39	Administration Report of Railways and Tramways.	Secretary for Railways.	Annual ...	1st October ...	O. M. No. G. 13533—G. M. 413-14-1. dated 4th June 1915.	
40	Administration Report of Electrical Department.	Chief Electrical Engineer.	Do ...	15th October...		
41	Report on the working of Government Museum.	Supt., Govt. Museum.	Do ...	15th August ...		
42	Report on the working of Government Gardens.	Supt., Govt. Gardens.	Do ...	Do ...		
43	Report on the working of the Meteorological Department.	Officer in charge of Meteorological Dept.	Do ...	1st September		
44	Inspection Report of offices of the Meteorological Department.	Officer in charge of Meteorological Dept.	Do ...		G. O. No. 946-7—F. A. 43-14-46, dated 1st December 1915.	

46	Department.	Archaeological	Officer in charge of Archaeology.	Annual ...	Within a month of completion of the inspection.	G. O. No. 918—E. A. 43-14-47, dated 1st December 1915.	
46	Report on the working of the Archaeological Department.		Do ...	Do ...	15th August...		
47	Catalogue of Books Registered in the State, under Act XXV of 1867.		Registrar, Authorized Publications.	Quarterly ...	7th January, 7th April, 7th July and 7th October.		Due in Residency on 31st January, 30th April, 31st July, and 31st October.
48	Review and Analysis of works published, under Act XXV of 1867.		Do	Annual ...			Due in Residency on 1st April.
49	Return of Books supplied to the India Office Library and British Museum Library.		Do ...	*Annual ...	7th January ...		Due in Residency on 31st January. *Calendar year.

CHAPTER IV—*contd.*
Education, Agriculture and Industries.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
1	Report on Public Instruction ...	I.-G. of Education.	Annual ...	15th October		
2	Qualification Reports on Subordinate Educational Officers.	Do ...	Do ...		G. O. No. 682-3—Edn. 172-14-2, dated 11th August 1915.	
3	Return of Oriental Library Publications.	I.-G. of Education.	Quarterly ...	7th January, 7th April, 7th July and 7th October.		
4	Report of work done in the Agricultural Department.	Director of Agriculture.	Do ...	5th January, 5th April, 5th May and 5th October.	No. 9260—Agri. 137-13-1, dated 30th May 1914.	
5	Report on the working of Agricultural Department.	Do ...	Annual ...	1st September	No. 6695-743—Agri. 107-12-13, dated 24th February 1914.	
6	Report on the Dasara Industrial and Agricultural Exhibition.		Do ...			
7	Report on the working of the Agricultural Banks.	Inspector of Agricultural Banks.	Do ...			
8	Statement of Railborne trade ...		Half-yearly			
9	Tour Programmes of Registrar and Deputy Registrar, Co-operative Societies.	Registrar, Co-operative Societies.	Quarterly ...		No. 6652-700—A. & I. 67-15-20, dated 15th May 1916.	

10	Analysis of work done and information collected by Registrar and Deputy Registrar, Co-operative Societies.	Do ...	Monthly ...		Do
11	Report on the working of Co-operative Societies.	Registrar, Co-operative Societies.	Annual ...	1st November	
12	Report on the working of the Government Central Industrial Depot, Bangalore.	Director of Industries.	Quarterly ...	13th of the following month.	G. O. No. 5825-8—A. & I. 27-15-27, dated 30th January 1917.
13	Report on the working of the Industries and Commerce Department.	Director of Industries and Commerce.	Annual ...	31st August ...	
14	Progress reports of the Industries and Commerce Department.	Do ...	Quarterly ...		
15	Statement of Takavi loans sanctioned	Director, Industries and Commerce and Secretary, Industries and Commerce.	Do ...		
16	Report on the working of the Economic Conference.	Secretary, Economic Conference.	Annual ...		
17	Statement of expenditure of Economic Conference.	Secretary, Economic Conference.	Monthly ...	10th of the following month.	

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CHAPTER IV—*concl.*
Muzrai Branch.

Sl. No.	Name of report or return	By whom sent	For what period	When due	Orders under which submitted	Remarks
1	List of Muzrai Institutions requiring help from the State Grant for repairs or renovation.	Deputy Commissioners.	Annual ...	28th February		
2	Accounts for the Prince Gulam Mahomed's Charity Fund.	President of the Fund.	Monthly ...			
3	Lists of estimates below Rs. 50 sanctioned by Deputy Commissioners.	Deputy Commissioners.	Do ...			